# L. E. FLETCHER TECHNICAL COMMUNITY COLLEGE STUDENT CATALOG AND HANDBOOK

## Fall 2009 - Summer 2010

*A Member of the Louisiana Community & Technical College System*


L. E. Fletcher Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the status of L. E. Fletcher Technical Community College.

L. E. Fletcher Technical Community College is accredited by the Commission of the Council on Occupational Education. Contact the Commission of the Council on Occupational Education at 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346 or call 770-396-3898 for questions about the status of L. E. Fletcher Technical Community College.

Questions regarding L.E. Fletcher Technical Community College's procedures, policies and operations should be directed to the Administration Office at 985-857-3655.

The provisions of this catalog do not constitute a contract between the technical community college, hereafter referred to as Fletcher, and the student, but rather reflect the general nature and conditions concerning the educational services of the college in effect at this time.

Any tuition, charges, or costs required by a program are subject to change at any time without notice. All courses, programs, and activities described in this catalog are subject to cancellation or termination by the college or the Louisiana Community & Technical College Board of Supervisors at any time. The academic regulations and degree requirements are subject to revision during the effective period of this catalog to reflect changes in board policies, occupational and licensure requirements, and other changes related to the quality of the program.

The faculty members listed in the catalog are the regular, full-time faculty of this college. Other faculty may be appointed, depending on the instructional needs of the campus.

Fletcher hereby expressly disclaims any warranty or representation that any course or program completed by a student will enable the student to successfully complete or pass any specific examinations for any course, degree, or occupational license.

## EQUAL OPPORTUNITY STATEMENT

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this educational agency upholds the following policy:

Fletcher is an equal opportunity institution and is dedicated to a policy of nondiscrimination in employment or training. Qualified students, applicants, or employees will not be excluded from any course or activity because of age, race, creed, color, sex, religion, national origin, qualified disability, or disability. All students have equal rights to counseling and training.

Inquiries regarding compliance with these federal policies may be directed to the college chancellor or to the Director of Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

This catalog supersedes all catalogs previously published. The college reserves the right to make administrative and policy changes regarding any items published in this catalog.



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# ACADEMIC CALENDAR

## FALL 2009

### AUGUST

August 18 ..... Last Day for 100% Refund
August 19 ..... First Day of Classes
August 21 ..... Last Day to Add a Class
August 21 ..... Last Day to Drop a Class without a "W" Grade
August 27 ..... Last Day for 75% Refund

### SEPTEMBER

September 7 ..... Labor Day Holiday/College Closed
September 8 ..... Last Day for 50% Refund

### OCTOBER

October 12 ..... Mid-Semester
October 15-16 ..... Fall Break/Student Holiday
October 30 ..... Last Day to Remove an "I" from the Previous Semester/Session
October 30 ..... Last Day to Withdraw from a Class with a "W" Grade
October 30 ..... Last Day to Resign with "W" Grades

### NOVEMBER

November 23-25 ..... Student Holiday
November 26-27 ..... Thanksgiving Holiday/College Closed

### DECEMBER

December 8-11 ..... Final Exams
December 11 ..... Last Day of Fall Semester
December 14-23 ..... Semester Break for Students
December 24-31 ..... Holiday/College Closed

## SPRING 2010

### JANUARY

January 1 ..... Holiday Vacation/College Closed
January 12 ..... Last Day for 100% Refund
January 13 ..... First Day of Classes
January 15 ..... Last Day to Add a Class
January 15 ..... Last Day to Drop a Class without a "W" Grade
January 18 ..... Martin Luther King Holiday/College closed
January 22 ..... Last Day for 75% Refund



### FEBRUARY

February 2 ..... Last Day for 50% Refund
February 15 ..... Student Holiday
February 16 ..... Mardi Gras Holiday/College Closed
February 17-19 ..... Student Holiday

### MARCH

March 15 ..... Mid-Semester
March 29 ..... Last Day to Remove an "I" Grade from the Previous Semester
March 29 ..... Last Day to Drop a Class with a "W" Grade
March 29 ..... Last Day to Resign with "W" Grades

### APRIL

April 1 ..... Spring Break/Student Holiday
April 2 ..... Holiday/College Closed
April 5-9 ..... Spring Break/Student Holiday

### MAY

May 11-14 ..... Final Exams
May 14 ..... Last Day of Spring Semester
May 17-31 ..... Semester Break for Students

## SUMMER 2010

### JUNE

June 1-4 ..... Semester Break for Students
June 4 ..... Last Day for 100% Refund
June 7 ..... First Day of Classes
June 8 ..... Last Day to Add a Class
June 8 ..... Last Day to Drop a Class without a "W" Grade
June 9 ..... Last Day for 75% Refund
June 15 ..... Last Day for 50% Refund

### JULY

July 2 ..... Mid-Semester
July 5 ..... Independence Day Holiday/College Closed
July 12 ..... Last Day to Remove an "I" Grade from the Previous Semester
July 12 ..... Last Day to Withdraw from a Class with a "W" Grade
July 12 ..... Last Day to Resign with "W" Grades
July 28-30 ..... Final Exams
July 30 ..... Last Day of Summer Session

# FLETCHER TECHNICAL COMMUNITY COLLEGE LOCATIONS

## MAIN CAMPUS

310 St. Charles Street
Houma, LA 70360
Student Affairs Phone: (985) 857-3659
Administration Phone: (985) 857-3655
Student Affairs Fax: (985) 857-3763
Administration Fax: (985) 857-3689
Website: www.ftcc.edu

## LOUISIANA MARINE AND PETROLEUM INSTITUTE (LAMPI)

**Marine Operations and Petroleum Services**

331 Dickson Road
Houma, LA 70363
Phone: (985) 857-3658
Fax: (985) 857-3677

## ALLIED HEALTH FACILITY

**Nursing and Allied Health**

5396 Highway 311
Houma, LA 70360
Phone: (985) 876-8900
Fax: (985) 876-8961

## GRANTS ADMINISTRATION OFFICE

4752 Highway 311
Suite 113
Houma, LA 70360
Phone: (985) 858-2988
Fax: (985) 858-2976



# LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM (LCTCS) BOARD OF SUPERVISORS

Fletcher is governed by the Louisiana Community & Technical College System Board of Supervisors. Listed below are the system president, board officers, board members, and student board members.

**SYSTEM PRESIDENT**

Dr. Joe May
265 South Foster Drive
Baton Rouge, LA 70806

**BOARD OFFICERS**

Stephen Smith, Chair
Vincent St. Blanc, III, First Vice Chair
Michael Murphy, Second Vice Chair

**STUDENT BOARD MEMBERS**

Brock Dubois
Jared Hauge

**BOARD MEMBERS**

Edwards Barham
Helen Bridges Carter
Tommy Clark
Keith Gamble
Kathy Sellers Johnson
Brett Mellington
Michael "Mickey" Murphy
Woody Ogé
Dan Packer
Stephen C. Smith
Vinney St. Blanc, III
F. "Mike" Stone
Geraldine "Deni" Taylor
Allen Scott Terrill
Stephen Toups

# MESSAGE FROM THE CHANCELLOR

On behalf of our faculty and staff, it is my pleasure to welcome you to Fletcher Technical Community College. Whether you are a first time freshman or a returning student, you will find Fletcher to be a student-friendly campus, committed to doing everything possible to ensure that your learning experience is one that will benefit you for life.

We have forged partnerships with businesses to ensure that our occupational education programs are relevant to the economic needs of the community. We work closely with our higher education partner, Nicholls State University, and other higher education institutions so that we can better serve your academic goals.

Fletcher is a regionally and nationally accredited college. We are continually improving and expanding our program offerings to fit the needs of our students. Whether you are pursuing an associate degree, diploma, certificate, or plan to transfer to a university, you can be assured that our academic courses and technical programs will provide the education you'll need to have a successful career.

I look forward to seeing you on campus.

F. Travis Lavigne, Jr.

Chancellor



## MISSION

Fletcher Technical Community College is an open-admission, two-year public institution of higher education dedicated to offering quality technical and academic programs to the citizens of South Louisiana for the purpose of preparing individuals for employment, career advancement, and lifelong learning.

## VISION

Fletcher assures that its programs are responsive to the needs of the citizens, business and industry, and other educational institutions of Louisiana.

## CORE VALUES

- Student Centered / Learning Centered
- Responsiveness
- Flexibility
- Collaboration with internal and external stakeholders
- Quality
- Diversity
- Innovation

## HISTORY OF FLETCHER TECHNICAL COMMUNITY COLLEGE

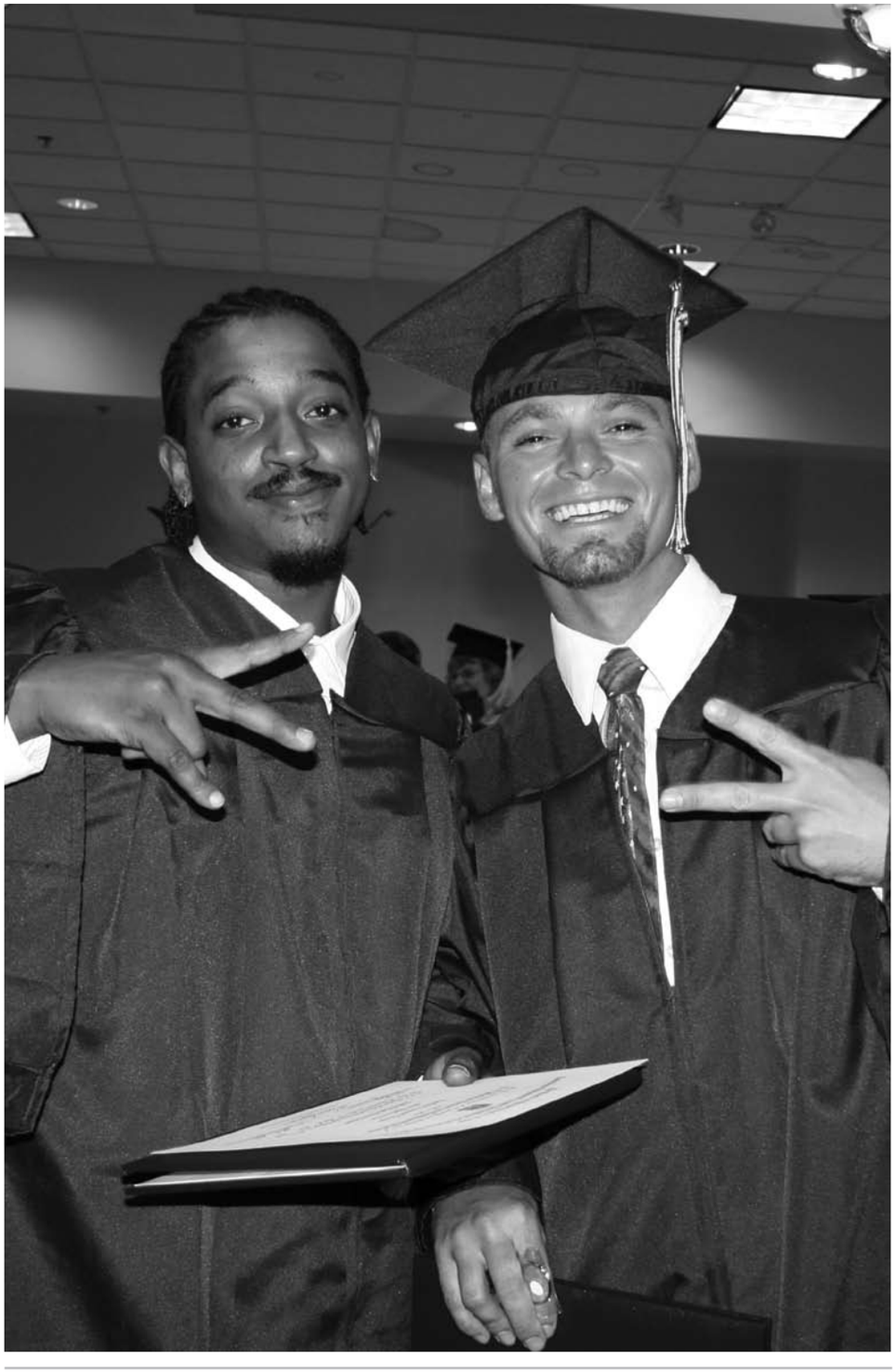
Fletcher Technical Community College was originally established as South Louisiana Trade School by Legislative Act 69, May Session of 1948, House Bill 212. The late Honorable Earl K. Long, then Governor of Louisiana, signed the bill for establishment on June 23, 1948. The school was established for the purpose of providing vocational training for the populace of an area comprised of the following five parishes: Terrebonne, Lafourche, Assumption, St. James, and St. Charles.

South Louisiana Trade School opened on July, 1951 at 310 St. Charles Street in Houma, Louisiana. The facility was built on a seven-acre site owned by the Terrebonne Parish School Board. Harrell P. Willis was the first director of the school and served until 1968. Full-time day preparatory classes were offered in Office Occupations, Drafting, Auto Mechanics, Industrial Engines Mechanics, and Carpentry. A full-time related studies program supplemented the instructional programs. Immediate need for and acceptance of the program was evidenced by the fact that a total of 883 trainees were enrolled during the first year of operation.

With the initial success of the trade preparatory program assured, extension classes were established to offer upgrading of skills to those persons already employed. Programs were offered both on and off-campus in Lafourche, Assumption, and St. Charles Parishes to give residents of these areas availability of training.

The school administration has endeavored to be responsive to the need for skill training and to provide training in emerging occupations by evaluating employment statistics. With changes in the mission and program offerings evolving over the years, so did the name of the school. In 1977, the name was changed to South Louisiana Vocational-Technical School; in 1990, to South Louisiana Regional Technical Institute; in 1995, to Louisiana Technical College - South Louisiana Campus. In 1999, the name was changed to Louisiana Technical College - L. E. Fletcher Campus to honor a former director.

The Louisiana Board of Regents (BoR), the coordinating board for all public higher education in Louisiana, at its meeting of June 26, 2003, granted approval for the request from the Board of Supervisors of the Louisiana Community & Technical College System (LCTCS) to recognize Louisiana Technical College - L. E. Fletcher Campus as a "Technical Community College" within the LCTCS. This action, effective July 1, 2003, required L.E. Fletcher to transition from its association as a campus of the Louisiana Technical College to a separate institution called L. E. Fletcher Technical Community College. Mr. F. Travis Lavigne, Jr., was named to serve as the chancellor of this new organization.



# ADMISSIONS AND TESTING

## ADMISSION REQUIREMENTS

Fletcher has an open-admissions policy and serves persons on an equal priority basis. An applicant must be 17 years of age prior to entry into the college. Admission to all programs is made without regard to race, religion, national origin, gender, or qualifying disability.

A high school diploma or general education development (GED) is required for admission into Practical Nursing, Emergency Medical Technician – Basic (EMT), and any associate degree program. Specific program areas may have additional entrance requirements.

## ELIGIBILITY FOR EARLY ADMISSION

A student may attend Fletcher at age 16 for all programs except Practical Nursing Phlebotomy and EMT under one of the following circumstances:

- A high school student attends at night.
- A high school student attends during a summer session.
- Student attends while enrolled in his/her junior or senior year of high school.
- Student has a waiver stating he/she was allowed to withdraw from high school at age 16 instead of 17.
- Student has already obtained a GED.

## APPLICATION FOR ADMISSION

Applications for admission may be obtained from the Office of Student Affairs or from Fletcher's website at www.ftcc.edu. Completed applications may be hand delivered to the Office of Student Affairs or mailed to the main campus. Applicants must pay a $10 application fee. Incomplete applications and/or applications received without payment of the application fee will not be processed. Processed applications will be held for up to one year.

Applicants must also submit the following at the time of submitting their application:

- Proof of up-to-date immunizations records (2MMRs & tetanus) for all applicants born after 1956
- Meningitis vaccine (first-time freshman only)
- Proof of Louisiana residency, (a resident is one who has lived in Louisiana for the previous 12 months) if claiming Louisiana tuition rates
- Proof of selective service registration (males 18-25 years of age only)
- Official high school transcript/diploma OR GED test results
- Test scores (ACT within 5 years from expected date of attendance OR COMPASS within 2 years from expected date of attendance)
- Official transcript(s) of all postsecondary institutions attended (The transcript may be mailed to the Office of Student Affairs from the issuing institution, or it may be hand delivered by the applicant. If it is hand delivered, it must be in a sealed envelope from the issuing institution.)
- Other documents as requested

## ENTRANCE/PLACEMENT EXAM SCORES

Fletcher's entrance/placement exam, the COMPASS test, is administered for program and course placement only and is not used in determining admission to the college except when academic achievement levels are required by a licensure board.



Basic grade-level scores are set for each occupational program offered. The purpose of these score levels is not to prevent students from entering into programs, but to enroll students in programs at an academic level at which they can successfully perform the work required and realistically achieve personal goals. The established grade level scores are set according to the academic levels at which the course material will be presented.

The COMPASS exam is a computerized placement test created by ACT. COMPASS placement testing is offered at various times throughout the year. Anyone wanting to assure a COMPASS placement test date may pre-register for a specific test date by going to the Office of Student Affairs. Testing fees are based on the number of sections for which a test registrant needs to test. For a full test, the fee is $20. Testing fees are non-refundable and are not transferable to another testing date. COMPASS test scores are valid for two years.

ACT scores that are within five years of the date of enrollment may be substituted for the entrance exam. An applicant wishing to substitute the entrance exam with ACT scores must submit the original score sheet to the Office of Student Affairs. The college's ACT code is 5033.

Official transcripts from postsecondary educational institutions accredited by one of the six regional accrediting agencies may be substituted for the COMPASS exam for all programs except Practical Nursing. The transcript must contain sufficient information for placement. The transcript may be mailed to the Office of Student Affairs from the issuing institution, or it may be hand delivered by the applicant. If it is hand delivered, it must be in a sealed envelope from the issuing institution.

## IMMUNIZATION POLICY

The Office of Student Affairs must have on file a copy of the student's immunization records. If a student chooses not to have immunizations for personal reasons, a written dissent must be signed by the student or the student's parent or guardian if the student is a minor.

Students enrolling in nursing and allied health programs are not allowed to sign a dissent and, depending on the program, may be required to have one or more of the following:

- MMR
- Tetanus/Diphtheria
- Meningitis
- TB Skin Test or Negative Chest X-ray
- First Hepatitis B Vaccine

## RESIDENCY

The residence status of an applicant or student is determined by Fletcher's Office of Admissions. Status is determined by evidence provided in the completed application for admission with necessary supporting documentation. A Louisiana driver's license, vehicle registration, voter's registration, income tax forms, license for professional practice in Louisiana, documentation of marriage to a Louisiana resident, documentation of reliance on Louisiana resources for financial support, or designation of Louisiana as his or her permanent address on all school and employment records including military records, etc. are acceptable proof of residency. A resident student is a student who has lived or worked in Louisiana for at least one full year (365 days) immediately preceding the first day of class of the term for which classification as a resident is sought. If the applicant is not a Louisiana resident, or cannot provide proof of residency, he/she will be charged non-resident tuition.

## SELECTIVE SERVICE REGISTRATION

Male applicants who are 18 to 25 years of age must provide proof of Selective Service registration. Veterans of the armed services and males currently in the armed services or on active duty are exempt from this requirement.

## ORIENTATION

Orientation is conducted by the Office of Student Affairs and/or program instructor to acquaint students with the staff, buildings, grounds, and rules and regulations of the campus. Orientation is offered in two different formats: face-to-face and online. Applicants are mailed information regarding orientation approximately one month prior to the anticipated semester of entry.

## ADMISSION CLASSIFICATION OF STUDENTS

**First-time** freshman student: A first-time freshman student is a first-time student who has never attended an accredited college other than as part of a dual enrollment program.

**Transfer student:** A transfer student is one who has attended another regionally accredited college or university. This student can be degree- or certificate-seeking, non-degree seeking, or on suspension from another institution.

**Returning student:** A returning student is someone who has previously attended Fletcher, but who did not attend during the previous semester.

**Cross-enrollment student:** A cross-enrollment student is one who is attending both Fletcher Technical Community College and another institution under a cross-enrollment agreement. A cross-enrollment agreement allows a student to be admitted to and take courses at a host institution while enrolled at their home institution.

**High School Concurrent:** High school concurrent enrollment is when a high school student attends Fletcher during his/her junior or senior years of high school or during the summer between these years. High school students must be 16 years of age or older to attend Fletcher. High school students taking courses at Fletcher earn college credit for any non-developmental courses but do not earn Carnegie units for high school.

**High School Dual Enrollment:** High school dual enrollment is when a high school student attends Fletcher during his/her junior or senior years of high school and takes courses for which he/she earns both college credit and Carnegie units for each course taken.

**Summer-only student:** A summer-only student, sometimes referred to as a visiting student, is one whose intention is to take classes at Fletcher for the summer session only and then return to his/her regular institution.

**Continuing student:** A continuing student is one who is enrolled in a regular academic term who was also enrolled in the previous regular academic term within the academic calendar.

## RETURNING STUDENTS

Returning students who have been out two semesters (excluding summers) must re-apply for admissions and may be required to retest. Retesting is determined on a case-by-case basis. If the returning student attended another college or university while not in attendance at Fletcher, he or she must submit transcripts, course descriptions of any work completed, and any other necessary documentation concerning his/her attendance at the other institution. This is required for the Office of Student Affairs to evaluate transcripts. Returning students are subject to any curriculum, program, and/or catalog changes. Returning students are also required to attend orientation and/or fill out a new student folder.



In the event the returning student must re-apply for admission,

- the student must re-submit all documentation required for a completed application.
- the student must pay the $10 application fee.
- the student must meet the admission requirements for the program of application.
- the student must register during new student registration the first semester upon returning.

In future semesters, the returning student will register based on his/her original enrollment date.

## TRANSFER APPLICANTS

Applicants for admission who have been enrolled in other institutions of higher learning must meet all admission/entrance requirements as previously stated. Applicants must have a complete and official transcript from each college attended sent to the Office of Student Affairs prior to the start of the planned semester of attendance, whether or not credit was earned. Official transcripts must contain enough information to place the applicant in classes. Applicants transferring from out of state institutions must submit COMPASS test scores (dated within two years) or ACT scores (dated within five years) prior to the start of the semester of attendance and course descriptions for each course listed on the out-of-state transcript. If the transfer applicant is currently on probation/suspension from any higher education institution, the credits completed at Fletcher while on probation/suspension may not transfer back to that institution.

## TYPES OF ENROLLMENT

**Full-time:** Full-time enrollment is when a student enrolls in 12 or more credit hours for a semester (6 credit hours for a summer session). For enrollment verification purposes only, students in their final semester of study may be considered full-time with fewer than 12 credit hours. In order to qualify the academic advisor or department head must certify that the student will graduate in the current semester and that they are currently enrolled in all the remaining course requirements.

**Three-fourths time:** Three-fourths time enrollment is when a student enrolls in 9-11 credit hours a semester (4-5 credit hours for a summer session).

**Half-time:** Half-time enrollment is when a student enrolls in 6-9 credit hours for a semester (3 credit hours for a summer session).

**Less than half-time:** Less than half-time enrollment is when a student enrolls in 5 or less credit hours for a semester (2 credit hours or less for a summer session).

**Non-Degree-Seeking:** Non-degree-seeking enrollment is when a student attends Fletcher to earn college course credit without enrolling in a particular program. These students are not eligible for federal student aid. If a non-degree-seeking student decides to complete a particular program, he/she must apply to that program.

**Degree- and Diploma-Seeking:** Degree-and diploma-seeking enrollment is when a student enrolls in a diploma or degree program. These students are eligible for federal student aid.

## OPEN ENROLLMENT FOR TECHNICAL & MARINE AREAS OF STUDY

Some technical programs admit students on a continual basis. Marine Operations/Nautical Science courses are offered throughout the semester. Students in these programs should be prepared to enter these programs at times other than the start of a semester.

Students interested in an open enrollment program should contact the Office of Student Affairs to declare their intent to enroll. When openings are available for the program and the student be placed in the program, Student Affairs will contact the student.

Students interested in any Marine Operations courses should contact the Marine Operations department located at the Louisiana Marine and Petroleum Institute facility.

## HIGH SCHOOL DUAL ENROLLMENT

A student may attend Fletcher as a dual enrollment student in one or more of the following areas:

- college level/degree credit courses
- enrichment/developmental courses
- work skills courses.

In order for a course to be considered dual enrollment, the student must earn credit for the class both from Fletcher and the student's high school. Students enrolling in dual enrollment courses must meet all college, program, and course level requirements. Courses which a student fails or withdraws from while enrolled as a high school student may affect a student's GPA or his/her ability to qualify for financial aid after graduating from high school.

## EARLY START PROGRAM

The Louisiana Board of Regents has established the Early Start Program as a dual enrollment program available to high school students who meet the following criteria:

1. Student must be at 15 years of age and currently enrooled in 11th or 12th grade at a public Louisiana high school.
2. Student must have either the PLAN or ACT (or SAT) scores are on file at the high school.
3. Student must be in good standing as defined by the high school and meet the college/university enrollment criteria..
4. Student must have permission from the high school and his/her parent/guardian to participate.
5. Students must be enrolled in a college coursefor wich dual credit (both college and high school credit) is attempted and recorded on both the student's secondary and postsecondary academic record.
6. Students may enroll in a maximum of 3 credit hours per semester/term, up to 6 credit hours per academic year, with early start funding. A dual-enrolled student is expected to follow the same withdrawal deadlines as any other undergraduate student in the college or university.
7. To continue enrollment in subsequent semesters/terms (e.g., spring) through this funding opportunity, student must have successfully completed (earned a college grade of A, B, C or P) current (fall) dual credit courses. Students who earnless than C or who withdraw/resign from a course may not enroll in the following semester or term with Early Start funding. Limited, documented exceptions for continuation after withdrawal may be granted by the college/university.
8. Continued state funding is not guaranteed. These criteria may be changed for the spring semester.

Additional information and program requirements are subject to change and are posted on the Fletcher website at www.ftcc.edu.



## NICHOLLS STATE UNIVERSITY CROSS ENROLLMENT

A student enrolling at Fletcher under a cross-enrollment agreement with Nicholls State University must enroll in and pay tuition and fees at the student's primary (home) institution. The student must enroll in and pay any applicable fees at the secondary (host) institution. A student enrolling under a cross-enrollment agreement must be eligible for admission at both institutions and must provide required documents (e.g., transcripts, ACT scores, etc.). Verification of all prerequisites is the responsibility of the institution offering the course.

A student will be eligible to take one academic (non-technical) course at the host institution for each academic (non-technical) course taken at the home institution with a maximum of two courses (six credit hours) taken at the host institution per semester. Enrollment in certain courses is excluded from this agreement. These include independent study classes, internships, co-op work experiences, special projects, technical (non-academic), and other courses requiring individualized instruction.

A student may not enroll at the host institution for any course offered at the home institution during the academic semester of the cross enrollment unless the course is full at the home institution and space is available at the host institution. Exceptions to this policy will require the permission of the host institution.

Courses taken concurrently shall be counted toward meeting the minimum twelve-hour enrollment for full-time status. Financial assistance will be awarded by the home institution. The student will follow the academic calendars, academic policies, and student codes of conduct at both institutions; the student will assume responsibility for becoming familiar with the calendars and policies.

Grades of cross-enrolled students are automatically sent to the home institution by the host institution. However, cross-enrolled students must request that transcripts from the home institution are sent to the host institution at the end of each semester of cross enrollment.

## LOUISIANA TECHNICAL COLLEGE, REGION 3 CROSS ENROLLMENT

A student enrolling at Fletcher under a cross-enrollment agreement with Louisiana Technical College Region 3 must enroll in and pay tuition and fees at the student's primary (home) institution. The student must enroll in and pay any applicable fees at the secondary (host) institution. A student enrolling under a cross-enrollment agreement must be eligible for admission at both institutions and must provide required documents (e.g., transcripts, ACT scores, etc.).

A student will be eligible to take one course at the host institution for each course taken at the home institution with a maximum of two courses (six credit hours) taken at the host institution per semester. Verification that all pre-requisites have been met is the responsibility of the home institution. A student may not enroll at the host institution for any course that will not transfer back to the home institution. The student may not enroll in more credit hours at the host institution than at the home institution. Enrollment in certain courses is excluded from this agreement. These include independent study classes, internships, co-op work experiences, special projects, and other courses requiring individualized instruction.

A student may not enroll at the host institution for any course offered at the home institution during the academic semester of the cross enrollment unless the course is full at the home institution and space is available at the host institution. Exceptions to this policy will require the permission of the host institution.

Courses taken concurrently shall be counted toward meeting the minimum twelve-hour enrollment for full-time status. Financial assistance will be awarded by the home institution. The student will follow the academic calendars, academic policies, and student codes of conduct at both institutions; the student will assume responsibility for becoming familiar with the calendars and policies.

Grades of cross-enrolled students are automatically sent to the home institution by the host institution. However, cross-enrolled students must request that transcripts from the home institution are sent to the host institution at the end of each semester of cross enrollment.



# RECORDS AND REGISTRATION

## RECORDS

All records submitted become the property of the College and cannot be returned to the student. All students must be aware of the importance of supplying correct information on college applications, college records, etc. Students should notify the Office of Student Affairs if personal information changes during their enrollment. Students participating in any financial aid program must inform the Office of Student Affairs of any changes in circumstances that may alter their eligibility for such financial aid. Falsification of student records may result in dismissal from the college. Nursing and Practical Nursing student records are supplied to the respective state boards. All student records must be true and correct to the best of the student's knowledge. Any falsification of these records will result in the student being penalized at the discretion of the Chancellor and/or respective State Boards.

## CONFIDENTIALITY OF RECORDS

Permanent records are housed in Student Affairs at the main campus. These records indicate the courses a student has completed, grades, placement, and follow-up information; all records are confidential.

## RELEASE OF STUDENT RECORDS/TRANSCRIPTS

Release of information on any student ordinarily will be made only on the written request or authorization of that student. This policy also applies to the issuance of transcripts. Telephone requests for transcripts will not be honored nor will requests for transcripts made by the parent, spouse, or prospective employer of a student except on the authorization of the student. The parent of a student less than 18 years of age may be provided a copy of that student's transcript if the student is a dependent of the parent as defined by the Internal Revenue Service. Transcripts may be issued upon written request to institutions to which a student transfers provided the student concurs in the request. Transcript request forms are available in the Office of Student Affairs or on Fletcher's website and may be mailed or faxed.

## CHANGE OF NAME, ADDRESS, OR PHONE

A name/phone/address change form must be submitted with a copy of an official document to substantiate a name change. Forms can be obtained from the Office of Student Affairs. When an address or phone number change occurs, the Office of Student Affairs must be notified immediately. Communications will be mailed to students at their addresses currently on file. Name changes become effective at the beginning of the next semester.

## CONTACT WITH STUDENTS THROUGH E-MAIL

Electronic mail (e-mail) is an official method of contact between the college and students. This e-mail applies to all forms of communication including, but not limited to, matters concerning admissions, registration, financial aid, and academic affairs. Students are given e-mail addresses after their initial registration. E-mails will be issued to your Fletcher e-mail account, which can be accessed from the Fletcher website www.ftcc.edu or from Google's partner page http://partnerpage.google.com/myftcc.com. Students should check e-mail at least once a week. The College provides computer access for all students by way of open computer labs and library facilities.



## ACADEMIC AMNESTY

The college provides for students who, after dropping out or being suspended because of academic deficiencies, have demonstrated sufficient maturation to be afforded an opportunity to begin college again. The following conditions apply to academic amnesty:

- At least three years must have elapsed between the end of the semester in which the student was last enrolled for credit at any college or university before being enrolled at Fletcher.
- Persons previously granted academic amnesty/renewal by another institution may not be granted academic amnesty by Fletcher.
- Fletcher may grant academic amnesty to a person only once.
- The student must submit a typed letter to the Dean of Student Affairs requesting academic amnesty. The letter must include documentation that conditions have changed and that there is a reasonable expectation of satisfactory performance. (Requesting academic amnesty does not guarantee approval.)
- Student must request academic amnesty by the end of their first semester at Fletcher.
- Students will not be granted academic amnesty if any prior coursework is being applied for prerequisites or as part of the current program of study or if the student has previously received an award.
- Academic amnesty cannot be granted for only a portion of the student's academic record.
- If granted, a notation will be made on the student's transcript that academic amnesty was granted. Courses and grades from previous institutions will be entered on the transcript; however, credits will not be used in the grade point average calculation.

## ACADEMIC PROBATION AND SUSPENSION

Students not maintaining a minimum 2.0 grade point average for any semester/summer session will be placed on academic probation. The student will be allowed to register for the next semester. If a student on academic probation receives a grade point average below 2.0 for any semester/summer session, the student will be suspended for the following semester/summer session. Upon returning to college, the student will remain on academic probation until their semester or cumulative grade point average (as needed) is 2.0 or above.

## AUDITING A COURSE

Prospective students interested in auditing a course should follow the regular admissions process by submitting a completed application to the Office of Student Affairs. Prospective students wanting to audit a course must meet any prerequisite and/or co-requisite course requirements. Test scores and/or official transcripts for any prior college credit can be waived from the admissions process in the event that the student is planning to enroll in a course that has no prerequisite/co-requisite requirements.

While the auditing student will not be required to attend orientation or complete a new student folder, they must follow the regular registration process, which will include being assigned a date to register. The auditing student must complete a Course Audit Request Form and turn it in to the registrar before the end of the drop/add period as designated by the official college calendar.

Once this form is submitted to the registrar, the student cannot request to change the course back to a credit course. Tuition and fees for audited courses are the same as for credit courses. The student does not receive credit for an audited course; the final grade for an audit course is "AU." Courses taken on an audit basis do not fulfill any certificate, diploma, or degree requirements. Credit exams cannot be taken for courses that have previously been audited.

In the event that the student wishes to continue enrollment at Fletcher, they must provide all documentation for their permanent record, attend orientation, fill out a new student folder, and be assigned an advisor.

## CHANGE OF GRADE POLICY

Grades are mailed to students approximately one week following the end of each semester/session. Upon receiving grades, the student should review these grades for accuracy. If the student feels there is an error, he/she should contact the course instructor no later than the end of the first week of the following semester/session. If a student is unable to contact an instructor, the student should then contact the department head. Grade changes must be approved in writing by the department head and the division chair or dean of the program area or department in which the student is enrolled.

## CHANGE OF PROGRAM

A student who wishes to change his/her program of study after enrolling, must complete a change of program form in the Office of Student Affairs unless he/she wishes to switch to a selective admissions program. Once approved, the student will be assigned an advisor for the new program, and the program change will become effective at the beginning of the next semester. If a student wishes to switch to a selective admissions program, he/she must contact the Office of Student Affairs to determine if he/she meets admission requirements for the desired program. If eligible for admission to the desired Health Occupation Program, he/she should then complete an application for admission.

## COURSE WITHDRAWAL POLICY

If a student withdraws from a class during the first three days of a fall/spring semester (or first two days of a summer session), the course is removed from the student's transcript. If a student withdraws from a class after the first three days of a fall/spring semester (or first two days of a summer session) but on or before the designated final withdrawal date (without having exceeded the allowed number of absences for a course), the recorded course grade will be a W. If an instructor drops a student from a class due to excessive absences, the recorded course grade will be an F.

## DISMISSAL FROM THE COLLEGE

Students will be suspended from the college for the following reasons:

- failure to maintain satisfactory progress
- violation of the attendance policy
- failure to pay tuition
- conduct that is deemed detrimental to the proper operation of the college.

Any student dismissed or suspended for reasons other than excessive absences who wishes to reenroll must give reasonable assurance, acceptable to the Dean of Student Affairs that original causes for drop or suspension will not recur.



## GRADUATION

### *Requirements*

A student should meet on a regular basis with his or her academic advisor to assure progress is being made toward the completion of the student's program of study. Candidates for an associate degree, diploma, or certificate of technical studies must fulfill the general requirements of the curriculum/program in which he/she is enrolled. Candidates must complete these requirements with an overall grade point average of 2.0 or above on all work completed at Fletcher and all work accepted as credit toward the fulfillment of the curriculum/program. Candidates who are completing the highest exit level available in the program from which they are graduating must complete an exit exam to be eligible for graduation. Graduating students must be free of debt to the college. Graduating students must be approved by the faculty advisor and the registrar.

### *Graduation Application Procedure*

All graduating students must complete a graduation application at the beginning of the semester in which they are completing their program requirements. Even if the student does not plan to participate in the graduation ceremony, he/she is required to complete the application and pay the application fee in order to receive his/her award.

Graduation applications may be obtained from the student's advisor or from the Office of Student Affairs. The student is to complete the application, pay the $25 application fee in the Administration Office, then submit the application to the Office of Student Affairs by the deadline date indicated on the application.

### *Graduation Ceremony*

A graduation ceremony is held once a year in May. Students who participate in the graduation ceremony may incur additional expenses for caps and gowns. Announcements, class rings, pictures, etc., are the responsibility of the student and may be purchased from commercial sources.

Students are notified of the graduation ceremony by mail. It is the student's responsibility to ensure that the Office of Student Affairs has a correct mailing address.

### *Graduation Honors*

Two categories of honors are recognized at graduation: Chancellor's Honor Graduates and Dean's Honor Graduates. Graduates with a cumulative grade point average of 3.8 to 4.0 on all work completed at all colleges will receive recognition as a Chancellor's Honor Graduate. Graduates with a cumulative grade point average of 3.5 to 3.79 on all work completed at all colleges will receive recognition as a Dean's Honor Graduate. All honor graduates will wear an honor cord at graduation. Students who have been granted academic amnesty/academic renewal are not eligible to receive honors at graduation.

## MAXIMUM COURSE LOAD PER SEMESTER

Any student wishing to enroll in 21 or more credit hours during a fall or spring semester must receive written permission of the department head of the program or area in which the student is enrolled. Any student wishing to enroll in 12 or more credit hours during a summer session must receive written permission of the department head of the program or area in which the student is enrolled. Course load waiver forms are available in the Office of Student Affairs.

## REGISTRATION

Dates and times of registration are advertised in each semester's registration bulletin. Prior to the scheduled registration period, students should meet with an assigned faculty advisor to complete a semester advising form. This form allows the student and advisor to identify those courses the student is eligible to take and wishes to take for the semester. College policy requires the student to obtain permission from his or her department head or dean should the student wish to take a course overload. Course load waiver forms are available in the Office of Student Affairs. It is the responsibility of each student to be aware of the requirements of the curriculum in which he or she is enrolled and to register for course work applicable toward the program of study. Students who have any type of hold on their record are ineligible for registration until the hold is cleared with the respective department.

## REGISTRATION EXEMPTION PROCEDURE

If a student is unable to register for a semester prior to the beginning of classes due to extenuating circumstances, the student may be allowed to register late. Any student registering during late registration will be assessed a "Late Registration Fee" and must immediately pay all tuition and fees in full. Students qualifying for financial aid must pay tuition and fees in advance and be reimbursed when the financial aid is received. Students completing late registration will not be allowed to sign-up for a payment plan. Course enrollment for late registration may occur only after the selected class has officially made and only if there is an available slot in the class. The student must meet any prerequisite course requirements.

The Registration Exemption Procedure:

- Only students with a completed application on file and who have completed orientation at Fletcher or continuing students who do not need to reapply for admission are eligible for a registration exception.
- Student must complete a request for Registration Exemption Form.
- Student must meet with either the Dean of Student Affairs or the Registrar to determine eligibility for late registration.
- If late registration is approved, student will be allowed to register during the Drop/Add period at the beginning of the semester.
- Student must pay all tuition and fees before the end-of-business on the date of registration.

## RESIGNATION FROM COLLEGE

A student wishing to resign must complete a resignation form. The resignation form is available in the Office of Student Affairs or on the Fletcher website. Equipment and/or books belonging to the college must be returned. Failure to properly resign may jeopardize a student's ability to re-enter Fletcher or to receive financial aid. The student will benefit by having college records complete. A student must determine that he/she has no indebtedness to the college and/or to a financial aid program. Employment information should be given to the instructor or the Office of Student Affairs prior to leaving college. If the student secures employment later (after resignation), he/she should forward that information to the Office of Student Affairs so that student records can be updated.



If a student resigns from the college during the drop and add period as designated on the academic calendar, courses are removed from the student's transcript. If a student resigns from the college after the drop and add period but before the final withdraw date as designated on the academic calendar, the student will receive a grade of "RS" (resigned) in remaining courses. If a student resigns from college after the final withdraw/resignation date as designated on the academic calendar, the student will receive a grade of "F" in each course that was scheduled for that semester.

## SCHEDULE CHANGES

A student should consult with his/her assigned faculty advisor before adding or dropping a course. This is to ensure that the student chooses those courses which will apply toward the student's program of study. Changes to a student's schedule are made during designated drop and add periods at the beginning of each semester and summer session. Once drop and add is over, a student may no longer add classes to their schedule unless the student is enrolled in an open-enrollment program of study. Section changes may be allowed due to extenuating circumstances and if approved by the appropriate department head and dean.

## TRANSCRIPTS

Student transcripts of grades and completed program units of instruction may be obtained by written request. Transcript requests forms are available from the Office of Student Affairs or from www.ftcc.edu. Official student transcripts (certified by signature and seal) will be mailed to the desired person/institution as requested. These services are offered at no charge to students. Every effort is made to issue transcripts within two to three working days after the written request is received.


# TUITION AND FEES

Tuition, academic excellence fees, and operational fees for credit-hour courses are determined by the number of credit hours scheduled per semester. All tuition and fees are due at the time the student registers.

Non-credit courses are charged by the clock hour. Contact the Office of Student Affairs for more information.

Marine Operations has a separate tuition schedule. Contact the Louisiana Marine and Petroleum Institute for more information.

The Nautical Science program charges additional course fees for selected courses. Contact the Louisiana Marine and Petroleum Institute for more information.

### *Resident Tuition*

The current credit-hour tuition schedule for state residents is as follows:

| Credit Hrs. | Tuition Amount | Credit Hrs. | Tuition Amount |
|---|---|---|---|
| 1 | $58.00 | 7 | $406.00 |
| 2 | $116.00 | 8 | $464.00 |
| 3 | $174.00 | 9 | $522.00 |
| 4 | $232.00 | 10 | $580.00 |
| 5 | $290.00 | 11 | $638.00 |
| 6 | $348.00 | 12 or more | $696.00 |

### *Non-Resident Tuition*

Non-resident students or students who are unable to prove Louisiana residency will be charged double the tuition amount. The current tuition schedule of non-resident students is as follows:

| Credit Hrs. | Tuition Amount | Credit Hrs. | Tuition Amount |
|---|---|---|---|
| 1 | $116.00 | 7 | $812.00 |
| 2 | $232.00 | 8 | $928.00 |
| 3 | $348.00 | 9 | $1,044.00 |
| 4 | $464.00 | 10 | $1,160.00 |
| 5 | $580.00 | 11 | $1,276.00 |
| 6 | $696.00 | 12 or more | $1,392.00 |

### *Academic Excellence Fee*

The current credit-hour academic excellence fee schedule is as follows:

| Credit Hrs. | Tuition Amount | Credit Hrs. | Tuition Amount |
|---|---|---|---|
| 1 | $7.00 | 7 | $49.00 |
| 2 | $14.00 | 8 | $56.00 |
| 3 | $21.00 | 9 | $63.00 |
| 4 | $28.00 | 10 | $70.00 |
| 5 | $35.00 | 11 | $77.00 |
| 6 | $42.00 | 12 or more | $84.00 |



### *Operational Fee**

The current credit hour operational fee schedule is as follows:

| Credit Hrs. | Tuition Amount | Credit Hrs. | Tuition Amount |
|---|---|---|---|
| 1 | $1.00 | 7 | $7.00 |
| 2 | $2.00 | 8 | $8.00 |
| 3 | $3.00 | 9 | $9.00 |
| 4 | $4.00 | 10 | $10.00 |
| 5 | $5.00 | 11 | $11.00 |
| 6 | $6.00 | 12 or more | $12.00 |

*This is a mandatory fee charged to all students.

### *Additional Fees**

A registration fee, parking fee, and identification card fee are required of all students upon enrollment and at the beginning of each semester thereafter. A Student Government Association (SGA) fee may also be assessed. These fees are as follows:

| | |
|---|---|
| Registration | $5.00 |
| Identification Tag | $5.00 |
| Parking Fee | $5.00 |
| SGA Fee (4+ credit hours) | $5.00 |

*This is a mandatory fee charged to all students.

The student may also incur fees for late registration, replacement of identification card, replacement of parking tag, etc. These fees are as follows:

| | |
|---|---|
| Late Registration | $20.00 |
| Replacement Parking | $10.00 |
| Replacement ID | $10.00 |
| Biology Lab | $25.00 |
| Graduation Fee | $25.00 |
| EMT Clinical Course | $25.00 |

Tuition and fees are payable with cash, check, or VISA/Mastercard, or money order.

### *Payment Options*

Students have 4 options for paying tuition and fees for the fall or spring semesters (only options 1-3 are available for summer):

1. **Mail**
   - Checks and money orders only
   - Include fee bill with payment
   - Print student Identification number, address, phone number and driver's license number on check or money order
   - Mail payment to: **Fletcher Technical Community College**
     **Attn: Fee Collection**
     **P. O. Box 5033**
     **Houma, LA 70361**

2. **Drop Off in the Office of Student Affairs at 310 St. Charles St.**
   - Checks and money orders only accepted for drop off
   - Include fee bill with payment
   - Print student ID number, address, phone number and driver's license number on check or money order
3. **Cash, check, money order or credit card payments in the Finance & Administration Office**
   - ID required at time of payment for credit card charges
   - There is a 2.51 percent additional charge when paying by credit card
4. **Payment Plans**
   - Bank account or credit card required
   - $25.00 fee added to fee bill total
   - Sign up using the ecashier link at: http://www.ftcc.edu/ecashier

### *Payment Plans*

Payment plans are available to students during registration for the fall and spring semesters. Payment plans are not available during summer sessions due to the short length of the summer session. Payment plans are administered by FACTS Tuition, a Nelnet company and can be accessed on the Fletcher website by clicking on the e-Cashier icon. A $25 enrollment fee is charged per semester. Payment plans require a 1/3 down payment of tuition and fees that will be deducted by FACTS at registration. The down payment is charged immediately and the $25 enrollment fee is charged within 14 days. After the initial 1/3 is deducted at registration, the balance will be divided into 2 equal payments, (not including the $25 per semester enrollment fee).

In order to sign up for a payment plan, the student must have either a bank account number or a credit card number. If paying by a bank account, the routing number and the bank account number are needed. If paying by credit card, the credit card number and the expiration date are needed; and the card must be presented to the Administration Office when finalizing the paperwork for the payment plan. Once enrolled for a payment plan, all policies apply as stated in the Student Catalog & Handbook (refund policy, drop/add policy, withdrawal policy, and resignation policy).

If someone other than the student will be the responsible party for the payment, all of the same rules and policies apply to that person. Monies due to the College through payment plans must be paid even if a student drops, withdraws, resigns from classes, or is dropped/withdrawn by the college; adjustments will be made to the plan according to the drop/add/refund policies. Any changes made to payment plans once enrolled, must be done a minimum of 2 days in advance of the contracted withdrawal date.

Payments not received by Nelnet on the withdrawal date are considered late, and Nelnet will charge the student a $25 returned payment fee. If funds are not available, the student will be terminated from the payment plan and will be responsible for the immediate full payment of the balance in cash.

Failure to immediately pay the balance will result in 1) the student being removed from classes—the student may withdraw himself/herself with "Ws" if prior to the drop date and the student will still owe the College the balance OR the College will drop the student with "Fs" and the student will still owe the College the balance; 2) the student not receiving grades or official transcripts; and 3) the student not being allowed to register for a future semester/session until the balance has been paid.



Students whose financial aid cannot be verified at the time of registration may sign up for a payment plan. However, the student must fulfill all payment plan obligations. If the student becomes eligible for financial aid during the semester, Fletcher will apply financial aid award money to balances owed. Students will receive financial aid award checks after all payment obligations have been met and, if applicable, the plan will be terminated. Students cannot default on payment plans because they are expecting a PELL or other financial aid award. Students who default on payment plans will not be allowed to participate in payment plans in future semesters.

## FAILURE TO PAY FOR COURSES

If a student fails to pay for courses due to incomplete or inaccurate financial aid information, payment plan default, or a dishonored check, he/she must immediately upon notification from college personnel make full payment in cash for all outstanding tuition and fees. Students unwilling or unable to make full payment will be allowed to drop the courses with a "W" or will be dropped from the courses by the registrar with an "F". In either case, the student will still owe any outstanding balance. Failure to pay an outstanding balance will prevent the student from obtaining a transcript, award, or other documentation.

## REFUND POLICY

Refunds are processed after the 14th semester day for the fall and spring semesters and after the 7th semester day for the summer session. Processing time is two to four weeks. Refunds for tuition and refundable fees paid by cash or check will be made by check. Refunds for tuition and refundable fees paid by credit card will be credited to the credit card account. Refundable fees include academic excellence, lab, and operational fees. Non-refundable fees include identification tag, parking, registration, testing, operational, and SGA fees.

If tuition and fees are deferred to financial aid and the student withdraws, the financial aid payment will be applied to the account balance with the surplus returned to the student. Any fees not covered by financial aid are the student's responsibility. Any student with an outstanding balance will not have access to enrollment or student records until his/her account is cleared.

The refund policy for Fletcher is as follows:

- A 100 percent refund of tuition and fees will be made to students withdrawing before the 1st day of the semester/session or when classes are closed or canceled.
- A 75 percent refund of tuition and refundable fees will be made to students withdrawing during the 1st through 7th days of the fall and spring semesters or the 1st through 3rd days of the summer session.
- A 50 percent refund of tuition and refundable fees will be made to students withdrawing during the 8th through 14th days of the fall and spring semesters or the 4th through 7th days of the summer session.
- No refund shall be made after the 14th day of the fall and spring semesters or the 7th day of the summer session.
- No refund shall be made for non-credit courses unless the course is canceled.
- In accordance with Title IV of the Higher Education Act Amendments, refunds of tuition and fees for Pell grant recipients shall be made to the Pell Grant program and not to the student.
- Fletcher reserves the right to deduct all debts owed by the student from any refund.

The refund policy will be equitably adjusted for classes that begin midway through a semester or session.

### *Personal Hardship and Tuition Refund Procedure*

In extreme cases where a student directly experiences a personal mental, physical, or emotional hardship which impacts the student's ability to attend classes and/or fulfill a financial obligation to the college, a student may submit an appeal for refund of tuition and fees. The Appeals Committee will take into account the normal calendar and policies and the particular circumstances of an appeal in determining whether to award a full or partial refund.

The Hardship Refund Procedure:

- Student must complete a Hardship Refund Appeal Form (available in the Office of Student Affairs).
- Student must submit the completed form and appropriate documentation to the Office of Student Affairs within six (6) weeks of the hardship. Exceptions to the six (6) week rule can be made by the Dean of Student Affairs or the Chancellor, if appropriate.
- The Appeals Committee will consider the student's request and notify the student in writing of the decision.
- If the appeal is denied, the student will have five (5) business days to appeal the committee's decision to the Dean of Student Affairs.

## FINANCIAL AID

Fletcher provides financial assistance to students from a variety of sources to help meet their educational expenses. Student eligibility for financial aid is considered on a case-by-case basis, and a concerted effort is made to maximize and individualize assistance for each applicant. Many Fletcher students depend upon financial assistance to help with their educational costs. Any student unable to pay for college using personal or family resources should apply for financial aid. Grants, scholarships, and employment opportunities may be available.

Financial aid is based on enrollment status. A student may be enrolled as a full-time student, a three-fourths time student, a half-time student, or a less than half-time student. Credit hour designations are as follows:

### *Fall/Spring Semesters*

12+ credit hours.....Full-time student
9-11 credit hours.....Three-fourths time student
6-8 credit hours.....Half-time student
5 or less credit hours.....Less than half-time student

### *Summer Sessions*

6+ credit hours.....Full-time student
4-5 credit hours.....Three-fourths time student
3 credit hours.....Half-time student
2 or less credit hours.....Less than half-time student



### *Financial Aid Student Rights and Responsibilities*

As a recipient of financial aid, there are certain rights and responsibilities of which students should be aware.

Students have the right to know the

- financial aid programs available at Fletcher.
- application process that must be followed to be considered for aid.
- criteria used to select recipients and calculate need.
- Fletcher refund and repayment policy.
- financial aid policies surrounding satisfactory academic progress (SAP).
- special facilities and services available for the handicapped.

Students are responsible for

- completing all forms accurately by the published deadline dates.
- submitting information requested by the Financial Aid Office (FAO) staff in a timely manner.
- keeping the FAO informed of any changes in address, name, marital status, financial situation, or any change in student status.
- reporting to the FAO any additional assistance from non-college sources such as scholarships, fellowships, and educational benefits.
- maintaining SAP.
- re-applying for aid each year.

Federal law protects confidentiality of information submitted to the Financial Aid Office.

### *Financial Aid Code of Conduct*

The primary goal of the Louisiana Community and Technical College System (LCTCS) student financial aid professional is to assist students in achieving their educational goals by assisting them in the efforts to access appropriate financial resources. For the most part, the LCTCS institutions, including Fletcher, rely on United States Department of Education Title IV PELL funds to meet these needs. However, clearly, it is the expectation of the LCTCS that all financial aid professionals will adhere to those principles set-forth by the National Association of Student Financial Aid Administrators and will abide by the following Financial Aid Code of Conduct as approved by the Board of Supervisors. This includes the following:

Financial Aid Administrators employed by the LCTCS will:

1. Refrain from taking any action for personal benefit. This includes the individual, or a member of the family, ever accepting cash payments, stocks, club memberships, gifts, entertainment, expense-paid trips, or other forms of inappropriate remuneration from any business entity involved in any aspect of student financial aid.
2. Refrain from taking any action contrary to law, regulation, or the best interests of the students and parents.
3. Ensure that the information provided to students and parents is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
4. Be objective in making decisions and advising the institution regarding relationships with any entity involved in any aspect of student financial aid.
5. Refrain from soliciting or accepting anything other than nominal value ($10) from a student loan provider. This includes meals, travel, lodging, entertainment, and in-kind services.

6. Disclose to the institution any involvement with or interest in any entity involved in any aspect of student financial aid. It is the obligation of the financial aid professional to abide by the LCTCS conflict of interest policy.

### *Satisfactory Academic Progress (SAP)*

Federal regulations require the college to establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act. The law requires institutions to develop policies regarding satisfactory academic progress (SAP). Each institution must design criteria that outline the definition of student progress towards a degree and the consequences to the student if progress is not achieved. Fletcher students who wish to be considered for financial assistance must maintain satisfactory progress in their selected course of study as set forth in this policy.

### *Fletcher Sap Policy*

The FAO evaluates student academic progress at the end of each semester. Students are evaluated on the basis of semester grade point average, credit hour completion and maximum time frame limitations. New students (first semester at Fletcher) and transfer students (any other college or university with no previous Fletcher credits), are awarded aid initially. SAP is checked following the student's first semester and every semester thereafter.

### *Semester/Cumulative Grade Point Average*

To receive any type of Title IV financial assistance, a student must maintain a minimum qualitative measure of progress defined as semester and cumulative grade point average (GPA). The lowest semester and cumulative GPA that a student can have to receive Title IV assistance is a 2.0. If a student's semester and/or cumulative GPA fall below a 2.0, he/she will be placed on probation. Title IV financial aid students on probation must complete a Request for Appeal form in order to be considered for financial aid reinstatement. Appeal forms are available in the Office of Student Affairs.

### *Credit Hour Completion*

Students are also required to meet a measure of incremental progress. Students must maintain a minimum quantitative measure of progress defined as credit hour completion. Students must complete a minimum of 66.67 percent of all course work attempted to receive Title IV assistance. If a student fails to complete the minimum 66.67 percent of scheduled hours, he/she will be placed on probation. Title IV financial aid students on probation must complete a Request for Appeal form in order to be considered for financial aid reinstatement. Appeal forms are available in the Office of Student Affairs.

Hours attempted include all hours that appear on the transcript, including those with "W", "P", "S", "U", and "I" grades (please refer to page 54 for the grading policy). Attempted hours also include any remedial, repeated, transfer (count towards degree), and academic amnesty hours. (All hours, that count towards the student's degree, that appear on the transcript are counted as attempted, even those for semesters in which the student did not receive aid.)

Refer to the table below to check your credit hour completion. For example, if you attempted (started the semester with) 12 credit hours, you must earn (end the semester with) a minimum of 8 credit hours to remain eligible for financial assistance.



| # Attempted | Min. # Earned |
|---|---|
| 1 | 1 |
| 2 | 2 |
| 3 | 2 |
| 4 | 3 |
| 5 | 4 |
| 6 | 4 |
| 7 | 5 |
| 8 | 6 |
| 9 | 6 |
| 10 | 7 |
| 11 | 8 |
| 12 | 8 |
| 13 | 9 |
| 14 | 10 |
| 15 | 10 |
| 16 | 11 |
| 17 | 12 |
| 18 | 12 |
| 19 | 13 |
| 20 | 14 |

If a student at any time is placed on probation for not maintaining SAP, he/she must assume the financial responsibilities for the next semester of attendance and must earn a minimum 2.0 GPA and acquire the minimum number of hours to which the probation was earned. Students who fail to maintain SAP while on probation will be suspended for one semester. After serving the one-semester suspension, a student may attend classes but must assume the financial responsibilities until SAP is met. (Most students use only one semester to fulfill SAP requirements.) Students may appeal the probation or suspension status. Students wishing to appeal must complete a Request for Appeal form and submit it to the Office of Student Affairs.

### *Grants - Title IV Financial Aid Information*

Title IV financial aid is a federal financial aid that is authorized under Title IV of the Higher Education Act of 1965. In order to be eligible for Title IV financial aid, a student must

- complete the Free Application for Federal Student Aid (FAFSA).*
- have a high school diploma from a state-approved high school or GED. [Fletcher requirement]
- be enrolling in a program of choice to fulfill a goal of diploma or degree.
- (if male) be registered with the U.S. Selective Service or be exempt.
- not engage in the unlawful manufacture, distribution, dispension, possession, or use of a controlled substance during the period covered by financial aid.
- not owe a repayment or an overpayment to Title IV. A student and/or student's parent(s) must not be in default on Stafford (GSL), SLS, PLUS, or any other educational loan.
- not receive Title IV funds for no more than 150% of the number of credit hours required for the student's program of choice.
- not receive funds while enrolled for more than 30 credit hours of developmental courses.

These developmental hours are counted in determining the 150% maximum hours. Students who continue to be enrolled after having pursued 30 credit hours of developmental courses will receive aid based on the number of non-developmental courses in which they are enrolled for that semester. (All transfer credits older than 10 years from the date of application to Fletcher will not be included in the computation of maximum hours unless these hours are being counted towards the student's degree.)

- maintain SAP.

*The Free Application for Federal Student Aid (FAFSA) is a form that can be completed annually by current and anticipating college students and/or their parents. The FAFSA is used to determine eligibility for federal student financial aid.

The FAFSA consists of several questions regarding the student's finances. Questions regarding the parent's finances may also need to be answered. In addition to questions regarding finances, questions regarding family size, number in college, and other information are used in determining the Expected Family Contribution (EFC).

A Student Aid Report (SAR) is forwarded to the student once the FAFSA is completed and processed. A SAR is a summary of the FAFSA responses. Students should review their SAR and make any necessary corrections. An ISIR, an electronic version of the SAR, is sent to the colleges that the student listed on the FAFSA. ISIRs are also sent to state agencies that award need-based aid.

**PELL GRANT (TITLE IV).** The Federal Pell Grant Program provides need-based grants to low-income undergraduate students. Grant amounts depend on the student's EFC, the cost of attendance (COA), and the student's enrollment status. Pell grants do not have to be repaid.

Once a FAFSA is completed and processed, the applicant will receive a Student Aid Report (SAR) either by email or mail. Upon receiving the SAR, the applicant should contact Fletcher's Financial Aid Office. Applicants may need to submit documentation to the Financial Aid Office before aid can be awarded.

Once a financial aid packet is complete, the student will receive an award letter. Grant disbursements are made on approximately the 30th class day of a semester and thereafter. These disbursements are based on enrollment status. Fletcher students are not paid for repeated courses.

**ACG (TITLE IV).** The Academic Competitiveness Grant is available for first-year college students who graduated from high school after January 1, 2006 and for second-year college students who graduated from high school after January 1, 2005. The ACG award is in addition to the student's Pell Grant award. Additional information on the ACG is available at www.studentaid.ed.gov.

**LEAP (TITLE IV).** Leveraging Educational Assistance Program awards are offered periodically. Recipients must be Pell Grant eligible and maintain SAP. Providing there are available funds, the FAO distributes LEAP awards.



## *Grants - State*

**GO GRANT.** The purpose of the Louisiana Go Grant Program is to provide a need-based component to the state's financial aid plan to support nontraditional and low to moderate-income students who need additional aid to afford the cost of attending college. Additional information on the GO grant is available at www.osfa.state.la.us.

## *Scholarships*

**TOPS.** Louisiana's Taylor Opportunity Program for Students (TOPS) is a comprehensive program of state scholarships. TOPS has four award components: TOPS Tech, TOPS Opportunity, TOPS Performance, and TOPS Honors. Students are eligible to use any of the four awards at Fletcher. Refer to the Louisiana Office of Student Financial Assistance's website at www.osfa.state.la.us for complete information on the four components. TOPS students must complete the FAFSA by July 1st, if they are first-time users. TOPS students should complete the FAFSA every year thereafter.

**BIG SCHOLARSHIP.** Bayou Industrial Group, Inc. (BIG) may award a scholarship to a high school senior who will be enrolled as a full-time student at Fletcher in the fall semester immediately following high school graduation. BIG sends scholarship rules and applications to each public and private high school in Lafourche, Terrebonne, and Assumption parishes in the spring with a stated deadline for submission.

**BERNT MARTIN "MIKE" MELUM MEMORIAL ELECTRONICS SCHOLARSHIP.** The purpose of this scholarship is to provide financial assistance to a deserving full-time student majoring in the Electronics Technology program. The scholarship entitles the recipient to payment of tuition and fees and reimbursement for textbooks and supplies. Applications are available online at www.ftcc.edu/scholarships.

**COLIN BLACK-CUMMINS MARINE DIESEL TECHNOLOGY SCHOLARSHIP.** The purpose of this scholarship is to provide financial assistance to a deserving full-time student majoring in the Marine Diesel Engine Technician program. The scholarship entitles the recipient to payment of tuition and fees and reimbursement for textbook and supplies. Applications are available online at www.ftcc.edu/scholarships.

**SOUTH CENTRAL INDUSTRIAL ASSOCIATION VOCATIONAL TECHNICAL SCHOLARSHIP (SCIA).** The purpose of this scholarship is to provide financial assistance to a student enrolled in a technical program. This scholarship is awarded annually. Applications are available online at www.ftcc.edu/scholarships.

**SOUTH LOUISIANA BANK BUSINESS AND SERVICES SCHOLARSHIP.** The purpose of this scholarship is to provide financial assistance to a deserving full-time Terrebonne Parish student majoring in the Office Systems Technology or Accounting Technology associate degree programs. Student recipient must enroll or be enrolled in classes and must make consistent progress toward his/her degree program. Applications are available online at www.ftcc.edu/scholarships.

**THE JERRY LEDET SCHOLARSHIP.** The purpose of this scholarship is to award educational grants/scholarships to worthy students in their pursuit of a college education. To qualify, applicants must be a high school graduate aspiring toward an advanced degree, be a full-time student, and maintain a 2.0 "C" average each semester. Students interested in the Foundation Scholarship must apply in writing to the FAO every semester. Official transcripts, if applicable, must be included with the application letter. The application and official transcript should be submitted to the FAO by August 20 if applying for a fall semester and December 20 applying for a spring semester. (This scholarship is not affiliated with the Fletcher Foundation.)

### *Employment Opportunities*

**Federal Work Study (FWS).** The Federal Work Study program is a federally-funded financial aid program that enables students who have financial need (as determined by the FAFSA) to earn money for college costs by working on campus. FWS encourages community service, so off-campus jobs in the community may be available. Students participating in FWS must maintain SAP and priority is given to full-time students. FWS may be awarded in the fall, spring, and/or summer. Students are paid by the hour, and the amount a student earns cannot exceed the total FWS award. Applications for FWS employment are available online at www.ftcc.edu. Completed applications must be submitted to the Office of Student Affairs.

### *Additional Aid*

**CAREER SOLUTIONS ONE STOP CENTER.** At no cost to the student, the Career Solutions One Stop Center may be able to assist in meeting the costs for training. Call the local One Stop Center in Houma at (985) 876-8990 for information on eligibility.

**CATHOLIC SOCIAL SERVICES (CSS).** CSS provides various types of assistance dependant upon the student's need. Call (985) 876-0490 for additional information.

**INTER-TRIBAL.** Registered Native American students who enroll in training conducted in an institutional setting may be eligible to receive funding from Inter-Tribal. Contact the Inter-Tribal Council of LA, Inc. at (985) 851-5408.

**LOUISIANA REHABILITATION SERVICES (LRS).** LRS is a state agency whose purpose is to assist persons with a disabling condition(s) that may be a barrier to employment or training. Additional information can be obtained by calling (985) 857-3652.

**STRATEGIES TO EMPOWER PEOPLE (STEP).** The Strategies to Empower People program is for recipients of the Family Independence Temporary Assistance Program (FITAP) and is designed to help parents take charge of their lives through education, training, or job development leading to employment. For more information, call (985) 858-2977.

**NATIONAL GUARD TUITION EXEMPTION.** Contact the FAO at (985) 857-3659 for more information.



**UNITED HOUMA NATIONS.** United Houma Nations provides various types of assistance dependant upon the student's need. Call (985) 876-0490 for additional information.

**VETERANS EDUCATION BENEFITS (VA).** Interested applicants or students who are eligible for VA Educational Benefits should go online to www.va.gov to complete an application to receive benefits or contact the FAO at Fletcher. Applicants or students who have already completed their application should present their certificate of eligibility to the FAO. Call 1-800-827-1000 for more information regarding education benefits.

**VETERANS VOCATIONAL REHABILITATION AND EMPLOYMENT.** This program helps veterans with service-connected disabilities prepare for and find jobs within their physical, mental, and emotional capabilities. Additional information is available at www.vba.va.gov or by calling (504) 619-4346.

### *Student Loans (Title IV)*

Fletcher does not participate in the Guaranteed Student Loan program. To apply for a deferment on a prior Guaranteed Student Loan (Stafford Loan), obtain a deferment form from your lender and bring it to the Office of Student Affairs. Student loan deferment verification letters and/or forms require a minimum of two to three processing days.

### *Appealing Financial Aid Decisions*

If a student at any time is not satisfied with a decision of the FAO, he/she may appeal the decision. A written appeal must be submitted to the dean of student affairs within 14 days of notification. All documentation relating to an appeal must accompany the written appeal. The dean of student affairs may or may not consult the chancellor. A decision will be rendered within 14 days.

## BOOKS

Book purchases are the responsibility of the student. During semester registrations, a list of books used for the semester is available on the website at www.ftcc.edu.

## PROGRAM SUPPLY LISTS

Several programs require occupation specific equipment, tools, supplies, and uniforms. The Office of Student Affairs maintains a program supply listing for each occupational program. Lists are updated annually and are subject to change. Students may obtain a program supply listing from the Office of Student Affairs.

## INDEBTEDNESS TO THE INSTITUTION

Students must meet their financial obligations as scheduled to continue attending classes. The college will not release information or perform other tasks requested for student data unless the financial account of said student is paid in full and the student is in good standing.


# ACADEMIC POLICIES AND SERVICES

## ACADEMIC HONESTY

An essential rule in every class at Fletcher is that any work for which a student will receive a grade or credit be entirely his/her own or be properly documented to indicate sources. When a student does not follow this rule, he/she is dishonest and undermines the goals of the college. Cheating in any form will not be tolerated. Responsibility rests with the student to know the acceptable methods and techniques for proper documentation of sources. Students must not cheat and/or plagiarize in any work submitted for credit, whether prepared in or out of class.

- Cheating: In academic matters, cheating is a term broadly used to describe all acts of dishonesty committed in the taking of tests or examinations and in the preparation of assignments. Cheating includes, but is not limited to, such practices as gaining help from another person or using notes when taking a test, relying on a calculator or the Internet if such an aid has been forbidden, preparing an assignment in consultation with another person when the instructor expects the work to be done independently, and use of cell phones during testing. Any student who provides unauthorized assistance in academic work is also guilty of cheating.
- Plagiarism: Plagiarism is a specific type of cheating. It occurs when a student passes off as his/her own the ideas or words of another person.

Fletcher considers both cheating and plagiarism serious offenses. Penalties may include a grade of zero for the assignment in question, a reduction of grade in the course, an F in the course, and/or dismissal from the college.

## ACADEMIC LEARNING RESOURCE CENTER

The Academic Learning Resource Center (ALRC) offers tutoring services free-of-charge to assist Fletcher students in learning their course materials. Help is available for all classes through one-on-one or group tutoring and computer programs. The ALRC is located at the main facility in portable building 2A. Hours of operation vary each semester but are posted outside the front door of the center. Instructors are available at various times to help students with their course materials. Hours for these instructors are posted outside the front door of the center.

## ACCOMMODATIONS

The college maintains an Americans with Disabilities Accommodations (ADA) coordinator, who addresses detailed requests made by students and prospective students. The career/academic advisor currently serves in this capacity. It is the responsibility of the student to make the request for special accommodations and to provide official documentation (from a doctor or licensed psychologist) of the disabling condition and the need for special accommodations. Request forms are available in the Office of Student Affairs. The request forms and supporting documents must be submitted by the fourteenth day of the fall or spring semester and the seventh day of a summer session. Through the assistance of instructors, rehabilitation counselors, and the student, a determination can be made concerning the request.

Each of the student's instructors and other necessary personnel receives notice from the ADA coordinator as to special accommodations which have been approved. The college makes every effort to accommodate student requests when possible. The coordinator is authorized to handle routine requests; however, requests which present new issues, which require large expenditures by the college, or present other problems are presented to the Chancellor.



## ADULT LITERACY

The Adult Literacy Program offers individuals the opportunity to upgrade their educational skills. The program concentrates on upgrading basic skills in reading, language, and math. The program also prepares individuals for the general educational development (GED) test in order to obtain an equivalency diploma. Once a student reaches satisfactory scores on the official GED practice test, he/she will then be recommended for the GED examination.

The Adult Literacy Program is offered during the fall and spring semesters only. Applicants to the Adult Literacy program must be 17 years of age or older. Interested persons should contact Bayou Cane Adult Education Center at (985) 876 3180. Bayou Cane will test and refer qualified students to Fletcher. Students enrolled at Fletcher are eligible to take adult literacy classes without referral.

## ATTENDANCE

Success in employment and education is dependant upon preparation and regular attendance. The following attendance policy will be strictly enforced:

Students are expected to attend all classes. If an absence occurs, it is the responsibility of the student to make up all work missed. Students who do not officially withdraw or resign by the designated final withdrawal date or who discontinue attendance will receive an "F" in the scheduled course(s).

Under no circumstance will an absence, for any reason, excuse students from completing all work assigned in a given course. After an absence, it is the student's responsibility to check with the instructor about the completion of missed assignments.

### *Notification of Absences*

Students must notify the instructor in the event of an absence from class. Contact information for instructors is listed on course syllabi.

### *Attendance Requirements*

Any student who accumulates excessive absences (15 percent of the total classes in a course within a semester) may be dropped from that class for the remainder of the semester/session. If a student exceeds the allowed number of absences before officially withdrawing from a course, he/she will receive a grade of "F" in the course. If a student officially withdraws during the designated withdrawal period without exceeding the allowed number of absences, he/she will receive a grade of "W" in the course.

Nursing and Allied Health Programs, Marine Operations, and Nautical Science have a different attendance policy. Students enrolled in these programs will receive specific attendance policy information from the program instructor.

## CHANCELLOR'S LIST

The Chancellor's List has been established as a means of encouraging and recognizing academic excellence. To be recognized on the Chancellor's List, a student must earn 12 credit hours and a semester grade point average of 3.5 or higher.

## DEAN'S LIST

The Dean's List has been established as a means of encouraging and recognizing academic excellence. To be recognized on the Dean's List, a student must earn 12 credit hours and a semester grade point average of 3.0 to 3.49.

## CREDIT BY EXAMINATION

Credit examinations are administered to students who profess special competence gained through practical experience, extensive training, or completion of courses in non-accredited institutions. Completion of noncredit courses can be used as a basis for credit by examination. A credit examination must be approved in advance by the department head and the appropriate instructor. The credit exam fee is $25 per exam.

A student seeking credit by examination will initiate the process by obtaining the required application in the Office of Student Affairs. This student will complete the application, pay the required application fee, and then schedule an exam time with the instructor. Results of the examination will be recorded on the application by the instructor. Once the instructor records the grade on the application, it should be submitted to the Office of Student Affairs.

Only students enrolled at Fletcher are eligible to take credit examinations. The course for which credit is sought must be included in the current catalog/handbook. The student may not test for credit for any course which the student has previously audited. The student may not test for credit for any course in which the student made an unsatisfactory/non-passing grade. A failed credit examination may not be repeated. A grade of C or better is required to receive credit. The credit will be recorded as a grade of P for pass.

## NON-TRADITIONAL CREDIT

The total amount of credit earned by any non-traditional method that can be applied toward completion of a technical competency area certificate, certificate of technical studies, diploma, or associate degree is limited to one-half of the total credit hours required for the program. Non-traditional credit includes, but is not limited to, credit by examination, credit for military experience, credit for licenses, credit for certifications, and credit by correspondence.

## GENERAL EDUCATION REQUIREMENTS

General education is an integral part of all degree programs at Fletcher. All degree programs require a minimum of 15 semester credit hours of general education and that the graduate demonstrates computer literacy skills. Additional general education courses are required by the BOR for the Associate of Science and the Associate of General Studies. The list of general education courses available at Fletcher are listed in Appendix C.

Fletcher has developed its general education requirements with the understanding that upon completion, each student regardless of degree completed will be prepared to:

1. Globalize
   a) Seek and present information on a broader view of the world
   b) Demonstrate an understanding of societal issues that foster a cultural sensitivity
   c) Demonstrate knowledge of diversity in the world community
2. Investigate
   a) Identify, analyze, and interpret real-world situations
   b) Use critical thinking to make logical decisions
   c) Demonstrate problem-solving skills
3. Technologize
   a) Select and use appropriate technological tools
   b) Demonstrate proficiency in the use of appropriate technological tools
   c) Demonstrate computer literacy
4. Communicate
   a) Demonstrate interpersonal skills
   b) Express ideas clearly, creatively, logically, and appropriately in standard written English
   c) Express ideas clearly, creatively, logically, and appropriately in standard spoken English

For Associate of Applied Science Degrees, fifteen (15) hours of general education coursework are required:

| | | |
|---|---|---|
| I. | English Composition | 3 |
| II. | Mathematics | 3 |
| III. | Social Science | 3 |
| IV. | Natural Science | 3 |
| V. | Humanities | 3 |

For Associate of Science Degrees, twenty-seven (27) hours of General Education coursework are required:

| | | |
|---|---|---|
| I. | English Composition | 6 |
| II. | Mathematics | 6 |
| III. | Social Science | 3 |
| IV. | Natural Science | 6 |
| V. | Humanities | 3 |
| VI. | Fine Arts. | 3 |

For Associate of General Studies Degrees, thirty (30) hours of General Education coursework are required:

| | | |
|---|---|---|
| I. | English Composition | 6 |
| II. | Mathematics | 6 |
| III. | Social Science | 6 |
| IV. | Natural Science | 6 |
| V. | Humanities | 3 |
| VI. | Fine Arts | 3 |

Each degree program requires that a student complete specific courses to fulfill general education requirements. Students should check the general education course options and degree requirements when selecting a program of study.

## GRADING POLICY

Grading scales are determined by department. Grades that can be earned for credit courses are as follows:

**A:** Earns credit hours; carries a value of 4 quality points for each credit hour.
**B:** Earns credit hours; carries a value of 3 quality points for each credit hour.
**C:** Earns credit hours; carries a value of 2 quality points for each credit hour.
**D:** Earns credit hours; carries a value of 1 quality point for each credit hour.
**F:** Earns no credit; carries a value of 0 quality points for each credit hour.

**P:** Pass: Given for courses for which a credit examination has been completed or for courses grade pass/fail.

**S:** Satisfactory: Given for courses graded Satisfactory/Unsatisfactory. Indicates course was successfully completed.

**U:** Unsatisfactory: Given for courses graded Satisfactory/Unsatisfactory. Indicates course was not successfully completed.

**I:** Incomplete: Indicates some work is incomplete.

**W:** Withdraw: Indicates the student has officially withdrawn from a course after the first three days of a fall/spring semester or first two days of a summer session.

**RS:** Resign: Indicates the student officially resigned from college after the designated drop and add period but on or before the final withdraw date as indicated on the academic calendar.

When a student repeats a course for credit, both grades will appear on the transcript. This is the official GPA posted on the transcript and used to determine academic honors, class standing, and academic probation and suspension.

### *Make-Up Exam Policy*

If a student is absent on a scheduled test day, it is the student's responsibility to meet with the instructor to schedule a make-up. Make-up tests will be scheduled according to the instructor's schedule. Failure to make up an exam as required in a course syllabus will result in a grade of 0-F.

### *Incomplete Work*

A student may receive a grade of "I" in a course when extenuating circumstances cause the student to be unable to complete the required work. The student must be passing the course in order to be given an incomplete. The student is responsible for making up all unfinished work within the next semester/session by the date designated in the academic calendar located at the front of the catalog. The student will not be reenrolled in the course. The student will not be allowed to register for a follow-up course for which the incomplete course is a prerequisite. If all work is not completed satisfactorily by the required date, the "I" will be changed to an "F."

## LIBRARY SERVICES

The Fletcher Technical Community College library exists to support the mission and goals of the college. The library provides the Fletcher community with materials, resources, and instructional services necessary for teaching and learning.

### *Overview*

The library is located in Room 202, on the second floor at the main facility on St. Charles Street, so that students may easily access available materials. Library hours are posted on the Fletcher website as well as in the display case outside the library. The library has computers with internet access, a printer, copier, scanner, and a TV/DVD/VCR station.

The library allows access to learning resources within the library, as well as outside the library, through interlibrary loan (ILL) and consortia and cooperative agreements. The library provides a wide range of materials in print and electronic format. Students may retrieve information twenty-four hours a day, seven days a week using library electronic resources on the Fletcher library website which may be accessed through the internet. Fletcher library resources include print titles, audiovisual items, netLibrary titles, active print periodical subscriptions, active print newspaper subscriptions, and full-text and citation databases. The library provides computer workstations and space for individual study and leisure reading. Assistive technology is available for students with disabilities.

Fletcher's membership in LOUIS provides students and faculty with effective on-campus and remote access to Fletcher library holdings. Access to information about collections and holdings of other libraries throughout the state is another service of the library's LOUIS consortium. LOUIS catalogs, with over six million bibliographic records, are available twenty-four hours a day to all users with Internet access.

### *Circulation Policies and Loan Periods*

Students must have a valid Fletcher Student ID to use library resources. Loan periods for materials are as follows: books, 21 days; audio/visual, in-house only; reserve items, 2 hours.

The library charges fines for materials that are overdue, damaged, or lost. Fines for overdue books are 35¢ per day per item, and 10¢ per minute for reserve items. Materials must be returned to the library during normal operating hours. Periodicals, reference materials, and audiovisual materials normally do not circulate.

### *Library Code of Conduct*

- Cell phone usage is prohibited in the library. Before entering the library, cell phones and pagers must be switched to silent mode. Library users needing to answer or place a call must go to the designated area.
- Persons who are disruptive will be asked to leave the library.
- No smoking, eating, drinking, or sleeping is permitted in the library.
- Animals are not permitted, with the exception of animals trained to assist the disabled.
- The library is not responsible for personal belongings left in library materials or on library property.
- Library staff is not responsible for the safety or well being of children left on library property. Children may not be left unattended.

### *Instructional Opportunities*

Course-Integrated Instruction. Instructors may request librarians to provide course-integrated library instruction either in the library, in the classroom, or at other Fletcher locations. Instruction sessions are tailored to the specific needs of the students for a particular topic. Students are directed to information resources which the library owns, and how to effectively utilize them for course assignments and research papers.

Point of Use Instruction. Librarians are available to assist students and faculty with information resources available through the library. Fletcher users are encouraged to contact the librarians for their research needs.

### *Additional Services for Students*

Students may borrow materials from other libraries through Fletcher's library membership in LALINC, which provides Fletcher students and faculty direct and convenient access to academic library collections and resources across the state. Students and faculty may obtain LALINC borrowing cards from the Fletcher library.

The Louisiana State Library, a member of LOUIS and an affiliate member of LALINC, offers LANTER, a statewide book courier service for ILL. Participation in the state public library card system ensures walk-in access to information for Fletcher's students. Materials for Course Reserves are located at the Circulation Desk.

Copy services are available for student use in the library. The coin-operated copier is provided by Fletcher's Student Government Association. Copies are 10¢ per page. A Student Self-Service Center provides students with a paper cutter, pencil sharpener, stapler, hole-punch, and other office supplies for use in completing assignments.

## TRANSFER FROM A DIPLOMA TO AN ASSOCIATE DEGREE PROGRAM

A student who enters Fletcher in a diploma curriculum and later wishes to switch to an associate degree program must meet all of the program and course entry requirements for the associate degree. These requirements include, but are not limited to the following: having a high school diploma or GED, meeting the required entrance exam scores for the program, and meeting the required entrance exam scores for any additional courses.

In some circumstances, a student may have previously met the requirements of a diploma curriculum without having to take developmental studies; however, requesting a change to an associate degree program may require a student to need additional courses.

The registrar in conjunction with program instructors will review all requests for curriculum changes. If the student does not meet the requirements, the student will be informed of what he or she needs to do to meet the requirements.

## TRANSFER OF CREDITS FROM OTHER INSTITUTIONS TO FLETCHER

Credits from regionally accredited institutions of higher education are recorded on the student's official transcript. Fletcher will examine course equivalency, faculty credentials, and other appropriate indicators of competencies, to determine if any of these credits will be accepted as transfer credits toward the student's program of study. Generally, only courses with a grade of "C" or higher will be considered for transfer credit. If a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will be treated as though it were completed at Fletcher. The college reserves the right to deny credit where such indicators are not present or to require the student to prove competency by some other means. Academic courses taken at institutions that are not accredited by regional associations are generally not accepted at Fletcher.

However, the coursework can be used as a basis for permission to take a credit examination. If a credit examination is given, the student is required to have a passing grade of C or better. Computer classes will be evaluated based on current software. Credit earned from the Louisiana Technical College can be transferred if it can be demonstrated that course work and learning outcomes are at the collegiate level and the course content is applicable to a program at Fletcher. Credits in courses from foreign countries and universities that are nationally accredited may be accepted based on an interpretation of the credits by the Registrar.

Courses taken on a non-credit basis will not transfer. Students with non-credit training may receive credit by credit by examination.

Transfer students must provide Fletcher with an official transcript from the university from which they are coming. If a student has attended more than one institution prior to attendance at Fletcher, an official transcript from each institution must be provided. Transfer credit shall be limited to 75 percent of the total credit hours applied to a degree/certificate. Twelve credits in the student's major must be completed in residence at Fletcher. The Louisiana Board of Regents maintains a statewide student transfer guide and articulation system on their web site at www.regents.state.la.us. Students wishing to transfer credits may refer to this matrix for possible general education course credits.

## ADVANCED PLACEMENT CREDIT

A student with an exceptionally high score on the ACT (American College Test) examination may be placed in advanced level course work in Mathematics or English Composition. Credit will not be granted for academic sequence course work taken previously and for which grades have been earned. Credit by petition is applicable to courses taken at Fletcher only, not to transfer courses. If the advanced level course work is completed with a grade of C or better the student may receive credit for the lower level course work. Credit received by advance placement may be applied toward graduation but will not be considered in computing the overall grade point average or residency. Students scoring 28 or higher in English will be placed in ENGL 1020 and will be eligible for credit in ENGL 1010. Students scoring 23 or higher in mathematics will be placed in MATH 1110 or 2100 and will be eligible for credit in MATH 1100.

## MILITARY TRAINING

A student's military training can be considered for college credit. Fletcher follows the American Council on Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services (http://www.militaryguides.acenet.edu) in determining the value of learning acquired in military service when applicable to the service member's program of study. Military service credit in the occupational/technical areas may require approval by the appropriate program coordinator prior to award. In order to receive credit for your military training, the student must request a military transcript which includes the ACE recommended credit, to the registrar for evaluation.

## CREDIT FOR CERTIFICATIONS

A student's professional license or certification can be considered for college credit. Fletcher follows the American Council on Education's (ACE) - Guide to Educational Credit by Examination to determine eligibility. Only credit applicable to a Fletcher program can be awarded. In addition students may receive credit for United States Coast Guard certifications. Eligibility for credit by licensor is listed in the Nautical Science course descriptions.

# L.E. FLETCHER TECHNICAL COMMUNITY COLLEGE STUDENT HANDBOOK

The Student Handbook has been prepared to assist all students in becoming acquainted with Fletcher Technical Community College. It is designed to inform all students to the college's functions, organizations, policies, and regulations. It is the student's responsibility to review and be familiar with the information contained in this handbook and in the college catalog. The Handbook does not contain all the standards or regulations of the college. Students should be familiar with information provided by specific departments.

The information in this Handbook supersedes all Handbooks previously published. The college reserves the right to make administrative and policy changes regarding any items published in this handbook.

## AMERICANS WITH DISABILITIES ACT

Fletcher adheres to Title I and Title II of the Americans with Disabilities Act, and the campus will make reasonable alterations in facilities, services, policies, and practices in order that qualified individuals with disabilities may have access to both employment and training. Students should contact the Office of Student Affairs before attending classes to request these services. The Chancellor of the college serves as the contact/information source for all matters relating to this act.

## CAMPUS SECURITY ACT

The following policies have been adopted to comply with the requirements of the Campus Security Act (PL 101-542) referred to as the Clery Act:

The Clery Act requires higher education institutions to collect and post Campus Crime Statistics. Statistics noted represent actual reporting to the United States Department of Education, Office of Postsecondary Education. These statistics are for on campus incidents only. They do not reflect occurrences at locations considered non-campus or public property. Non-campus locations are defined as any building or property owned or controlled by the college that is not within the same reasonable contiguous area, is used in direct support of or in relation to the college's educational purpose and is frequently used by the students. Public property includes thoroughfares, streets, sidewalks, and parking facilities within the same campus or immediately adjacent to and easily accessible from the campus. Statistics will also be maintained of any illegal acts that occur during off-campus college-sponsored activities.

The College utilizes a video surveillance system and local law enforcement agencies for emergencies and for evening security services.

In the event that students, faculty or staff members witness or discover a criminal/illegal activity, they should first notify administration, who will then contact local law enforcement authorities.

In compliance with the student's right to know and the Campus Security Act of 1979, the tables in Appendix D show the crime statistics for Fletcher.



## CLASS WORK

Students must adhere to course requirements and must complete work assigned on a timely basis. It is the student's responsibility to know what is required of him/her and to seek additional assistance from the instructor when needed.

## CODE OF CONDUCT AND STUDENT RESPONSIBILITIES

Fletcher supports the right of all people to live and learn in a safe and respectful environment that promotes the free expression of ideas. Policies and procedures are designed to protect these freedoms and the fundamental rights of others.

Students are expected to conduct themselves in a manner consistent with these principles. A student, or student organization, or group whose conduct is determined to be in violation of the standards of the college as described in the Proscribed Conduct section is subject to disciplinary action.

The procedures for that action are generally educational in nature and are intended to lead to self-evaluation and accountability. This code will be applied without regard to age, ability, ethnicity, gender, race, religious or political affiliation, or sexual orientation.

The procedures of this code consider each case individually and informal resolution of student conduct complaints will be sought whenever possible. In addition to the regulations in this code, all students must follow the academic and professional standards of all applicable academic departments.

Violations to the Code of Conduct will be addressed utilizing the procedure for Disciplinary Action.

### *Prohibited Conduct At Fletcher*

In general, the discipline of the college is under the administration of the Chancellor. Students are expected to conduct themselves at all times in a manner acceptable to societal and college standards. The following constitutes conduct for which a student, student organization, or group is subject to disciplinary action:

- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including the college's public service functions or other authorized activities on college-owned or college-controlled property, or any other location where teaching, research, administration, disciplinary procedures or other college activities take place
- All forms of academic dishonesty, cheating, and fraud, including but not limited to:
  - plagiarism
  - the buying and selling of course assignments and research papers
  - performing academic assignments (including tests and examinations) for other persons
  - unauthorized disclosure and receipt of academic information
  - falsification of research data
- Violation of the college's Technology Resources Policy
- Knowingly providing false or misleading information to the college or knowingly failing to provide required information to the college or misrepresenting a person's identity to an instructor or other college official
- Forgery, alteration, or unauthorized use of college documents, records, identification, or resources

- Unauthorized possession or use of keys to college facilities, including buildings, offices, desks, files or equipment
- Behavior that constitutes vandalism, misuse, or destruction to property that the college owns, controls, or uses
- Stalking, defined as repeatedly contacting another person without a legitimate purpose when
  - the contacting person knows or should know that the contact is unwanted by the other person
  - it is reasonable for the other person in that situation to have been alarmed or coerced by the contact (As used in this subsection, "contacting" includes, but is not limited to, coming into the visual or physical presence of the other person, following another person, and sending written communication of any form to the other person, by themselves or through a third party.)
- Harassment as defined by state and local laws and LCTCS policy which includes, but is not limited to,
  - verbal or physical conduct by an individual based on another individual's age, ability, national origin, race, marital status, religion, sex, or sexual orientation that interferes or prevents the person from conducting his or her customary or usual affairs, puts the person in fear of his or her safety, or causes the person to suffer actual physical injury
  - conduct less than a physical attack or interference with a person, such as hazing or threatening action, which is intended to subject another person to offensive physical contact, physical injury, property damage, or cause physical impact, such as making threatening phone calls, sending or posting (electronically or otherwise) threatening letters, or the vandalism or misappropriation of a person's property
- Tampering with the election of any student organization or group
- Sexual harassment, defined as unwanted and unwelcome sexual advances or requests for sexual favors and other verbal or physical conduct of a sexual nature where
  - submission or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in a college-sponsored educational program or activity or
  - submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; or
  - such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or working environment
- Sexual assault, which includes, but is not limited to,
  - rape
  - sexual misconduct
  - unwanted sexual contact of any kind or threat of such contact. Sexual contact shall be considered "unwanted" or without consent if no clear consent is freely give, if inflicted through force, threat of force, coercion, or if inflicted upon a person who is unconscious or otherwise without the physical or mental capacity to consent. If sexual contact is inflicted on someone who is intoxicated or impaired in the exercise of their judgment by alcohol or drugs, it will be considered without consent
- Hazing, defined as an act or conduct which subjects a person to bodily danger or physical harm or to the likelihood of bodily danger and physical harm, or to require, authorize or permit that the person be subjected to such conduct or act for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization
- Violations of the college's Alcohol and Drug Policy
- Smoking in unauthorized areas
- Public indecency defined as exposing the genitals of the person while in a public place or a place visible from a public place on college-owned or college-controlled property
- Violation, or alleged violation, of any federal or state law, city or local ordinance, or college security when such violation interferes with, or is detrimental to, the mission of the college or interferes with other student's legitimate educational activities and interests
- Conviction of a felony or misdemeanor under circumstances where it is reasonable to conclude that the presence of the person at the college would constitute a danger to health, personal safety, or property or where the offense occurred on college-owned or college-controlled property or at college-sponsored or college-supervised activities
- A violation of any sanctions imposed as a result of previous disciplinary proceedings under the provisions of the code
- Abuse of the college judicial program as outlined in the code including, but not limited to,
  - falsification, distortion or misrepresentation of information before any judicial body
  - knowingly initiating any judicial proceedings without cause
  - attempting to discourage an individual's participation in, or use of, any judicial system
  - influencing or attempting to influence another person to commit an abuse of any judicial system

## PROCEDURE FOR DISCIPLINARY ACTION

The procedure for DISCIPLINARY ACTION for students is as follows:

In general, the discipline of the college is under the administration of the Chancellor. Students are expected to conduct themselves at all times in a manner acceptable to societal and college standards. Students who have violated or who are reported to have violated the student code of conduct will be subject to the following action:

1. The incident will be documented on an Incident Report Form by a faculty member, staff member, or a fellow student. The forms are available in the Office of Student Affairs.
2. The Dean of Student Affairs or designated administrator will conduct an investigation of the reported incident.
3. The Dean of Student Affairs or designated administrator will complete the Incident Action Report Form.
4. The Dean of Student Affairs will complete the Notice of Disciplinary Action and discuss with the Chancellor, if necessary, the action which will be taken. The disciplinary action will be reviewed with the student who has committed the offense, and the student will sign the Notice of Disciplinary Action acknowledging the receipt of the notice.
5. Copies of all documents related to the offense will be kept in the office of the Dean of Student Affairs for seven (7) years from the time of the incident.
6. If appropriate, the reporter of the incident will be provided with information concerning the action taken.
7. The student will be provided with a copy of the Notice of Disciplinary Action along with a copy of this policy.

Students may request a review if they believe the action taken is unfair or unwarranted. All reviews must be initiated by a written request to the Chancellor within five (5) school days following receipt of the Notice of Disciplinary Action. Each request for review must include:

- the statement of the facts
- the action taken as listed on the Notice of Disciplinary Action
- the names of all parties who intend to act as witnesses or representatives of the student

After the review, the student will be informed of the final decision no later than ten (10) school days after the decision. The grievant shall have ten (10) days after receipt of the written disposition from the Chancellor to appeal the disposition to the Louisiana Community and Technical College System (LCTCS) Board of Supervisors. All documents and copies must be forwarded simultaneously to the Chancellor involved and to the LCTCS Board of Supervisors through the Chancellor via certified mail.

If a student chooses to appeal to the LCTCS Board, the appeal must be within 30 calendar days of the institution's decision. The system staff shall then review the due-process proceedings followed by the institution and submit recommendations to the LCTCS Board. If the grievance is not settled by this process, the student should contact the Council on Occupational Education (COE) at:

Council on Occupational Education
41 Perimeter Center East, NE
Suite 640
Atlanta, GA 30346
(770) 396-3898

## STUDENT COMPLAINTS

Students with complaints are encouraged to record their complaints using the "Student Complaint Form" which can be found in the Office of Student Affairs. The Dean of Student Affairs counsels those students and attempts to resolve issues at the student affairs level. Those deemed unresolved move forward to the Vice Chancellor of Instruction, and if necessary, the Chancellor. All student complaints remain confidential.

## COMPLAINTS AGAINST STUDENT ORGANIZATIONS OR GROUPS

Complaints submitted to the Office of Student Affairs against a student organization or group will be referred to the college official of the unit to which the group is most closely affiliated. The college official serves as the judicial officer's designee.

The president, principal officer, contact person(s), or other students designated by the program, organization or group to act as agents on behalf of the program, organization or group shall be given reasonable notice of the charges and shall be afforded all procedural rights in accordance with the provisions of the code.

The president, principal officer, contact person(s), or group agent shall be required to represent the group at all applicable stages of the judicial program. Failure to cooperate or appear and represent the organization or group shall not delay the disposition of the matter.

## COUNSELING

Counseling Services are available to all Fletcher students, faculty and staff. All counseling sessions are confidential. Appointments can be made in the Office of Student Affairs. Career counseling is offered to all students through the Office of Student Affairs. Upon application and entrance examination, applicants are provided test results and specific information regarding occupational training programs offered at the college to ensure each student is placed in an occupational program/academic class compatible with individual aptitude and interest, and one that will lead to successful completion.

## DRESS/GROOMING

While the college does not maintain a formal dress code, it is expected that students will dress appropriately when they are on campus. Students must dress in a manner acceptable for an educational institution. Clothing with sexually offensive slogans, vulgarity, and/or ethnically offensive material is prohibited. An indecent manner of dress is also prohibited.

Certain programs have dress codes developed to promote professionalism and meet safety requirements for laboratories and workshops. Enrollment in any program/course that has such requirements constitutes acceptance of these codes.

## EMERGENCIES

Fletcher Technical Community College has established an Emergency Plan to minimize the impact of an emergency on students, faculty, staff, visitors and facilities. Emergency Guides are located throughout the campus and should serve as a reference for students, employees and visitors in the event an emergency. All emergency situations should be reported to campus administration and/or designated site director.

### *First Call Notification System*

Fletcher has implemented an Emergency Notification System on campus. First Call allows students and faculty to be notified by e-mail, voicemail, phone or text message in the event there is an emergency situation at the college. This program is implemented across the Louisiana Community College System. Students who choose to participate in the notification system must input and maintain their own data. The College is not responsible for incorrect student information. If at any time the student's contact information changes, it is his/her responsibility to update the information in First Call. Students can choose whether they want the alert notification sent to their home phone, a text message and voicemail to their cellular phone, and/or an e-mail.

The website to create an account is https://alertregistration.com/ftcc. Students are required to input their college e-mail address as the primary e-mail and a personal e-mail account as the secondary e-mail account.

### *Fire*

In case of a fire, students shall leave the building in accordance with the fire evacuation plans that are posted throughout the buildings and in the classrooms. Students are NOT to use the elevator during evacuations. Students are NOT to smoke during evacuations.

### *Inclement Weather*

Weather so severe as to endanger student safety or college property may cause the Chancellor or a member of the Emergency Control Committee to close the college or issue a "lockdown" until conditions improve. College closings will be announced via the Firstcall Alert System, Fletcher student emails and on the website.

### *Hurricanes*

The college's Hurricane Emergency Control Committee monitors the National Weather Service, and coordinates with local Office of Emergency Preparedness and Terrebonne Parish School Board. If the Chancellor or another member of the Emergency Control Committee cancels classes, students will be informed via the Firstcall Emergency Alert System, email, website and the local media.

Students will be instructed to leave campus and not permitted to remain in any campus building for any reason. Students are encouraged to implement their personal hurricane evacuation plan. A student information sheet will be distributed and posted throughout campus, emailed and posted on the website to serve as a reference to obtain information about the college during an evacuation. Should any student in good conscience decide to leave prior to the official cancellation of classes, the student is responsible for making provisions for missed classes and assignments with their instructors directly prior to leaving.

## FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write to the college official responsible for the record, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by the college in an administrative, supervisory, academic or research, or support-staff position; a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); or a student assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:



Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Under this act, Fletcher assumes that all students are independent. Parents of dependent students must prove such dependence through the presentation of the latest 1040 form filed with the IRS before they may be granted access to any student record of their dependent. The act provides that certain information, designated as directory information, concerning the student may be released by the college unless the student has informed the college that such information should not be released.

Directory information includes the student's name, address, telephone number, date and place of birth, date of enrollment, division in which enrolled, classification, major, degree earned, awards, participation in officially recognized activities, and the most recent previous educational agency or institution attended. A student who desires that any or all of the directory information not be released must notify the Office of Student Affairs and the registrar in writing each semester within 10 days of the start of each semester.

## FIREARMS POLICY

The carrying of a firearm or dangerous weapon, as defined in R.S. 14:2, by a student or non-student on college property, at a college-sponsored function, or in a firearm-free zone is unlawful. This shall be defined as possession of any firearm or dangerous weapon on one's person at any time while on a college campus, on college transportation, or at any college-sponsored function.

## GRIEVANCE POLICY

The grievance policy for students is as follows:

### *Informal Procedure for Grievances*

A sincere attempt shall be made to resolve any grievance by scheduling a meeting between the grievant and the appropriate college personnel. If the grievance involves discrimination on the basis of sex, race, or handicap, then the grievant shall go to the coordinator for Title IX, Title VI, and Section 504 for an oral discussion of the grievance. The coordinator for these titles is the Chancellor. If the grievance involves a student and instructor, an oral discussion shall be arranged between the student and instructor. If this informal procedure offers no solution, then the student shall request and receive an appointment with the dean of student affairs. If the grievance is not resolved at this level, then and only then can formal proceedings be initiated.

### *Formal Procedure for Grievances*

All formal procedures shall be initiated by a written grievance presented to the Chancellor within five (5) school days following the disposition of the last information conference.

Each formal statement must contain the following:

- the statement of facts
- the specific policy or policies violated or a general statement that is in contention
- the names and addresses of all parties to be present at the hearing as witnesses or representatives of the aggrieved party

All grievances thus formally initiated must bear the signature of the aggrieved party; no evidence shall be introduced other than evidence relevant to the facts and issues formally presented and contained in the written application for formal hearing.

All formal grievances must be transmitted by the United States Postal Service, certified mail, return receipt requested. Once a formal grievance has been filed, the institution, the grievant, and the person against whom the grievance has been filed, and all other legal parties involved shall have the right of representation. All parties, upon mutual agreement, may extend the deadlines herein set.

The Chancellor may refer the formal grievance to a grievance committee for hearing and recommendation or, if not applicable, render a decision. After the hearing and/or decision, the grievant will be informed of the final decision no later than ten (10) school days after the hearing and/or decision. The grievant shall have ten (10) days after receipt of the written disposition from the Chancellor to appeal the disposition to the Louisiana Community and Technical College (LCTCS) Board of Supervisors. All documents and copies must be forwarded simultaneously to the Chancellor involved and to the LCTCS Board of Supervisors through the Chancellor via certified mail.

If a student chooses to appeal to the LCTCS Board, the appeal must be within 30 calendar days of the institution's decision. The system staff shall then review the due-process proceedings followed by the institution and submit recommendations to the LCTCS Board.

If the grievance is not settled by this process, the student should contact the Council on Occupational Education (COE) at:

41 Perimeter Center East, NE
Suite 640
Atlanta, GA 30346
(770) 396-3898

## HARASSMENT POLICY

Harassment, including sexual harassment, is prohibited by the Equal Employment Opportunity Commission, the Office for Civil Rights and state regulations (R.S. 23:301, 312, 332), and therefore, it is the policy of LCTCS that unlawful harassment of students is prohibited.

Harassment is physical, verbal, and visual conduct that creates an intimidating, offensive, or hostile environment, which interferes with work or school performance. This includes harassment because of race, sex, sexual orientation, religious creed, color, national origin, ancestry, disability or medical condition, age, or any other basis protected by federal, state, or local law, ordinance or regulation.

Sexual Harassment is defined by the Equal Employment Opportunity Commission as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature…when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose and effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

LCTCS applies this definition to the areas of academic advancement, academic standing, or academic performance.



On this campus, the potential of sexual harassment exists among students, faculty, and staff. It is the objective of Fletcher to establish and enforce policies that build a college where all students are treated fairly and can study and learn in a non-threatening environment. All training programs are open to members of either sex without regard to the traditional sexual identification associated with the occupation. Applicants are encouraged to consider enrollment in non-traditional training programs.

Harassment infringes on students' rights to a comfortable college environment, and it is a form of misconduct that undermines the integrity of the college relationship. No student, male or female, should be subjected to unsolicited and unwelcome overtures or conduct, either verbally, visually, physically, or electronically transmitted. Although this list is not all-inclusive, examples of conduct that are prohibited include:

- Taking any action on the basis of a student's submission to or refusal of sexual overtures
- Unwelcome or unwanted conversations
- Unwelcome or unwanted touching
- Continued or repeated verbal abuse of a sexual nature
- Explicit or degrading verbal comments, suggestions, or slurs about another individual or his/her appearance
- Offensive comments regarding sexual or private matters
- Display of sexually suggestive pictures, objects
- Offensive jokes
- Verbal abuse, comments, names or slurs that in any way relate to an individual's race, color, sex, sexual orientation, age, religion, national origin, or disability
- Any other offensive or abusive physical, visual, or verbal conduct

This policy applies to all members of the LCTCS Board of Supervisors, unclassified employees, students, supervisors, managers, faculty, vendors, and all other individuals doing business with the LCTCS. It is the policy of the LCTCS that no member of the LCTCS community may harass another. This includes harassment of a student by an employee, of an employee by a student, of a student by another student. Additionally, under appropriate circumstances, the LCTCS may take action to protect its employees and students from harassment, on LCTCS property or at LCTCS-sponsored events, by individuals who are not students or employees of LCTCS.

A complaint of harassment should be presented as promptly as possible after the alleged harassment occurs. A student who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to his/her instructor, a department head, or a dean dependent upon who is exhibiting the harassing behavior or to the Dean of Student Affairs. He/she also may submit a complaint to the institution's Chancellor.

Complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. The Dean of Student Affairs will conduct investigations, unless otherwise deemed necessary, in order to assure an impartial and confidential investigation. LCTCS will not tolerate any type of discipline or retaliation, direct or indirect, against any person who, in good faith, files a complaint of or responds to questions in regard to having witnessed prohibited harassment. False charges are treated as serious offenses and may result in disciplinary and/or civil action.

Any employee, member of management, or student who is found, after appropriate investigation, to have engaged in harassing conduct is subject to appropriate disciplinary action up to and including termination of employment and/or student standing per the institution's policies governing students.

## IDENTIFICATION CARDS

Identification cards are to be worn every day. Cards must be attached to clothing in a manner that is easily visible or worn on a lanyard around the neck. Identification cards are necessary to enter all main campus doors except through the front lobby entrance. Student identification cards are issued by the Office of Student Affairs.

## INTELLECTUAL PROPERTY

Fletcher Technical Community College recognizes that intellectual properties and discoveries may arise from the activities of faculty, staff, and students in the course of the duties or through the use, by any person, of institutional resources such as facilities, equipment, or funds. The Louisiana Technical & Community College System has an Intellectual Property Policy (Academic Policy 1.042) that provides students and faculty of Fletcher the necessary protections and incentives to encourage both the discovery and development of new knowledge and its transfer for the public benefit. This policy is available on LCTCS website (www.lctcs.edu).

## JOB PLACEMENT

The placement of students graduating or exiting from the college is handled through the Office of Student Affairs in cooperation with the instructional staff. The college does not guarantee placement, however, the Office of Student Affairs and faculty members work constantly and cooperatively with industry and business in order to be aware of current employment needs and opportunities. Company representatives are invited and are always welcome to visit the campus to interview students.

## LIVE-WORK POLICY

Fletcher Technical Community College is a training institute, not a repair, fabrication, or refurbishing facility. Therefore, live work, or any project performed in the classroom or shop, will be limited to those types of jobs that are:

- Specifically beneficial to the program of study being pursued by the student.
- Consistent with the training the student is receiving at that particular time.
- Required for further development of student proficiency.

The policy governing performance of live work follows:

- State property and equipment will be used only for official school business.
- Before any outside work may begin, a complete work order must be prepared by the instructor and approved by the Division Dean.
- Materials and supplies must be purchased by the individual or organization for which the work is being performed.
- Students shall not be paid for work completed during training.
- The college shall not charge for student labor for any project used in training.

## PAGERS/CELL PHONES

Because of the number of students attending Fletcher and the interruptions being caused by cell phones/pagers going off frequently, the following policy has been instituted:

Use of cell phones/pagers will not be allowed in the classroom or shop areas. Emergency messages can be delivered from the main office (985) 857-3655.



## PERSONAL PROPERTY

The college is not responsible for the personal property of students. Automobiles and other items cannot be left on the grounds without permission from college administration. No illegal or hazardous properties are allowed. Lost or stolen properties should be reported to the Director of Facilities. Items that are considered a deterrent to studies are not allowed.

## POST-EXIT TRACKING

Fletcher performs routine tracking of students. The data is used to indicate the success of a program and the employment success of students. For this reason, students are asked to inform their instructors or the Office of Student Affairs of employment obtained during enrollment or following withdrawal from the college. Periodically, the Office of Student Affairs will attempt to contact those students who have resigned from college to determine placement information. Employers of former students who have been employed in a field related to their training are also contacted through a survey questionnaire for the purpose of evaluating occupational programs.

## SAFETY

The college assumes the primary role of providing a safe atmosphere in which to work and study. Students and employees should contribute to the safe atmosphere by assuming their own responsibility for safety.

Every attempt shall be made to reduce the possibility of accidents; therefore, the teaching of safe practices shall be integrated into the curriculum of all programs. It is the intent of Fletcher to comply with safety laws and applicable standards mandated by the State of Louisiana, applicable OSHA standards, and standards set by the manufacturers of equipment used in the college.

Each student should be alert to prevent injury to herself/himself and to others. Students should avoid damaging equipment, tools, and buildings. All safety practices should be followed at all times in the operation of equipment. Instructors will provide specific rules for each program area. Students should not attempt to operate machines or equipment on which they have not received instruction by the instructor. Students may work in the shop areas only when the instructor is on duty in the shop. Only students enrolled in a specific shop course are allowed in the shop area for that course.

In case of sickness or minor accidents, students should first inform the program instructor, who will contact the Site Director or Administrative Office. Appropriate first-aid treatment may be provided. If necessary, the college will telephone an emergency contact to come to the college for the injured or sick student. No emergency or sick room is maintained.

In case of a serious accident, an ambulance may be summoned. If possible, permission from the adult student or guardian of the minor student will be secured prior to summons for the ambulance. The Site Director or Administration shall make such determination. All medical expenses are the responsibility of the student. The college's Site Director shall be conferred with in all safety/accident situations.

## SEARCH AND SEIZURE

Lockers and desks are the property of Fletcher and are loaned to students for the purpose of assisting them in obtaining an education. As the property of the college, they are subject to search for any contraband at any time, upon the reasonable belief of the Chancellor that said lockers and desks might contain material that is not allowed on the college campus. Bringing a toolbox and operating a motor vehicle are privileges granted to students. The granting of these privileges is

conditioned upon the consent of the students to a search by the College Administration of said toolboxes or motor vehicles that may be on campus in order to determine if said toolboxes or motor vehicles contain material that is not allowed on the college campus.

This search and seizure policy applies to materials such as weapons, illegal substances or drugs, alcoholic beverages, and other similar material. Local law enforcement authorities may be included in this process if the Chancellor or the Chancellor's designee determines a need for such involvement.

## SMOKING

Fletcher's facilities are smoke free. Smoking is permitted on the outside of the building, no closer than 25 feet from any entrance. Each designated area is equipped with proper receptacles for safe disposal of smoking materials. Smoking is not permitted in the front of the building.

## SOLICITATIONS

Sales/solicitation of a commercial nature, whether by non-students or students, is not permitted on the campus except when registered and approved by the dean of student affairs. Flyers, handbills, and leaflets advertising the sale of items or services and any other information are allowed in designated areas with approval. The operation of private business enterprises on campus is prohibited.

## STUDENT ORGANIZATIONS

### *Student Government Association*

The primary student organization governing the college is the L. E. Fletcher Technical Community College Student Government Association (Fletcher-SGA). The Fletcher-SGA was established in March of 2003 to serve all students enrolled in programs at Fletcher. Tuition waivers are provided by the Dean of Student Affairs for certain elected SGA officers. Currently tuition waivers are available for the president, vice-president and secretary of the SGA.

The purpose of this organization is:

- to serve as a channel of communication to the faculty, administration, and all levels of state government, in expressing the opinions, wishes, and needs of the students.
- to cooperate with the administration, faculty, and the State of Louisiana in their efforts to establish policies affecting the college community.
- to establish and execute such programs and projects deemed beneficial to the SGA and Fletcher.
- to conduct and regulate all campus-wide elections and referenda.
- to provide an intellectual, social, and cultural environment that maximizes student potential and enhances student success.
- to provide equal representation for all students.
- to focus on students' needs rather than institutional preference in determining priorities for academic planning, policies, and programs.
- to promote and improve relations between Fletcher and the Board of Regents' Regional Planning District 3 and the Bayou Region.
- to conduct such investigations and inquiries deemed necessary.



### *American Design Drafting Association*

The American Design Drafting Association (ADDA) was established in 1959 as an individual membership society pledged to meeting and serving the professional growth and advancement of the individual working in the design drafting community. It is the only membership organization exclusively for the professional design drafter in all disciplines including manufacturing, utilities, construction, engineering, government, and education. Institutional membership is also offered to the academic institutions providing a design drafting curriculum. Student chapter membership is for individuals enrolled in the design drafting course at colleges that sponsor an ADDA student chapter. Membership is for one year from the date dues are received at ADDA.

### *Phi Beta Lambda*

Phi Beta Lambda (PBL) offers business students the opportunity to acquire the skills that will set them apart from the average business graduate. Membership is open to all students pursuing a business or business-related career. Future Business Leaders of America-PBL has a combined membership of over 240,000 active members in over 13,000 chartered chapters in the U. S., Puerto Rico, the Virgin Islands, U. S. Territories, and Department of Defense Dependent Schools worldwide.

## SUBSTANCE ABUSE AND DRUG-FREE POLICY

The possession, use, and/or sale of alcoholic beverages or illegal drugs on campus are strictly prohibited. Violators of drug and alcohol laws will be reported to the sheriff's office. The college has been designated a Drug/Alcohol-Free Zone. The college complies with the requirements of the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Institute and Communities Act Amendment of 1989. As part of its drug-free awareness program, the Office of Student Affairs maintains brochures that are available for student and employee use. Each new student is given the following information:

- the college's policy of maintaining a drug-free workplace and campus;
- a statement that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on campus property or as part of any of its activities;
- a statement that the institution will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including expulsion or termination of employment/student status, and referral for prosecution, for violations of the standards of conduct (a disciplinary sanction may include the completion of an appropriate rehabilitation program); and
- a signature statement that is kept in the student's or employee's file.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance
Listed below are federal penalties and sanctions; additional state penalties may apply.

- 1st conviction: Up to one year imprisonment and fined at least $1,000, but not more than $100,000, or both.
- After one prior drug conviction: At least 15 days in prison, not to exceed two years and fined at least $2,500, but not more than $250,000, or both.
- After two or more prior drug convictions: At least 90 days in prison, not to exceed three years and fined at least $5,000, but not more than $250,000, or both.
- Special sentencing provisions for possession of crack cocaine: Mandatory at least five years in prison, not to exceed 20 years and fined up to $250,000, or both if:

- 1st conviction and the amount of crack possessed exceeds five grams.
- 2nd crack conviction and the amount of crack possessed exceeds three grams.
- 3rd or subsequent crack conviction and the amount of crack possessed exceeds one gram.

- Forfeiture of vehicles, boats, and aircraft, or any other conveyance used to transport or conceal a controlled substance.
- Civil fine of up to $10,000 (pending adoption of final regulations).
- Denial of federal benefits such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, and up to five years for second and subsequent offenses.
- Ineligible to receive or purchase a firearm.

## TRAFFIC AND PARKING

All traffic on the main facility is one way. The speed limit is 15 miles per hour. Students are to park in designated areas only. Students are to avoid blocking other vehicles. Students should not park in spaces that are painted blue or marked "Reserved," "Visitor," or "Faculty and Staff Parking." Handicapped parking is provided for those students driving vehicles with handicapped license plates or handicapped permits. Double parking and backing into parking spaces are not allowed. Students should not park in driveways or exits. Parking tags are required for all students attending classes at the main facility and at the Allied Health Facility. Tags must be hung on the rearview mirror if personal vehicles are parked on campus. Students parking in unauthorized areas may be towed away at the owner's expense. Students are not to park on the property of the Terrebonne Parish bus depot.

## USE OF TECHNOLOGY RESOURCES POLICY STATEMENT

Fletcher Technical Community College acquires, develops, and maintains computers, computer systems, and networks intended for educational-related purposes. These purposes include direct and indirect support of instruction, research and service missions, administrative functions, student activities, and free exchange of ideas within the college's educational community. This policy applies to all users of Fletcher Technical Community college's computing resources, whether affiliated with the institution or not, and to all uses of those resources, whether on campus or from a remote location.

### *Scope and Applicability*

This policy applies to all users of Fletcher Technical Community College's computing resources, whether affiliated with the college or not, and to all uses of those resources, whether on campus or from a remote location.

### *Definitions*

For purposes of the Policy Statement, the following definitions shall apply:

- Computing resources: Computers, printers, related hardware, licensed software, communications such as e-mail, Internet access, video, and any other technologies owned by Fletcher.
- User: Any person, employee or student that uses any technology resource at Fletcher.



### *General Policy*

- Users of the institutions computing resources must comply with Fletcher Technical Community College's rules and policies and with federal and state laws including but not limited to copyright, trademark, Computer Fraud and Abuse Act which prohibits "hacking" and similar activities.
- Users are responsible for obtaining the necessary authorizations before using the institution's computing resources.
- Users are responsible for any activity originating from their accounts. Accounts and passwords may not be used by persons other than those to whom they have been assigned by the Information Technology Department.
- Users must not use computing resources to gain unauthorized access to remote computers or to impair or damage the operations of Fletcher's computers or networks, terminals or peripherals. This includes but is not limited to, blocking communication lines, intercepting or sniffing communications, and running, installing or sharing virus programs.
- Users shall not obtain or use another's logon id or password, or otherwise access computing resources to which authorization has not been validly given.
- Users shall not copy, install or use any software, data files or other technology that violates a copyright or license agreement.
- Users shall not monopolize or disproportionately use shared computing resources, overload systems or networks with endless loops interfere with others' authorized use, degrade services or otherwise waste computer time, connection time, disk space, printer paper or similar resources.
- Users shall not modify or reconfigure any component of computing resources without proper authorization.
- Users shall not accept payments, discounts, free merchandise or services in exchange for any services provided through use of the computing resources.
- Users shall not endanger the security of any computing resources or attempt to circumvent any established security measures, such as using a computer program to attempt password decoding.
- Users shall not transmit personal comments or statements or post information to newsgroups or Usenet that may be mistaken as the position of Fletcher.
- Users shall not utilize computing resources to develop, perform and/or perpetuate any unlawful act or to improperly disclose confidential information.
- Users shall not install, store or download software from the Internet or e-mail to Fletcher's computing resources unless such conduct is consistent with the college's academic, educational, and administrative policies or otherwise properly approved by Fletcher.
- Users shall not copy, impair or remove any software located on any computing resources or install any software on any computing resources that impairs the function, operation and/or efficiency of any computing resources.
- Any user that has sensitive data located on a mobile device must encrypt this data for security purposes.
- Anyone granted access through Fletcher's Information Systems is deemed an employee or student for the purposes of this security statement and policy only.
- If you are unsure whether an action details a security violation, you should report it and discuss with Information Systems Personnel.
- Each employee and or student is responsible for the security of Fletcher's Information Systems.

- Each employee, student, or person accessing LCTCS' or Fletcher's Information Systems is bound by the procedures, such as password and account logon procedures, detailed in the Security Policy.
- Each employee should lock his/her workstation by a form of screensaver password, or logout, when they are away from their workstation.
- Each employee should be aware of social engineering, the manipulation of employees to gain information for the purpose of perpetrating fraud or damage to the system.
- Each employee and/or student should be aware that LCTCS or Fletcher personnel may monitor any and all activities without his/her direct consent or knowledge.

### *E-mail*

- All students will be issued a Fletcher e-mail account, which can be accessed from the Fletcher website, www.ftcc.edu, or from Google's partner page, http://partnerpage.google.com/myftcc.com.
- User shall not transmit or participate in chain letters, hoaxes, scams, misguided warnings, pyramid schemes or any other fraudulent or unlawful schemes.
- Users shall not utilize computing resources, including the Internet and/or E-mail, to access, create, transmit, print or download material that is defamatory, obscene, fraudulent, harassing (including uninvited amorous or sexual messages), threatening, incites violence, or is offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, or religious or political beliefs or to access, send, receive, or solicit sexually oriented messages or images or any other communication prohibited by law or other directive.
- Users shall not send unsolicited mass mailings or "spamming." Mass mailings to clearly identified groups for official purpose (for example, disseminating administrative announcements, notifying students of educational opportunities, or FTCC organizations sending announcements to their members) are allowed.
- Google Apps is used as the official e-mail for students. Google's policy for using their product can be found at http://www.google.com/intl/en/privacypolicy.html

### *Wireless*

- Fletcher Technical Community College provides students with free wireless internet within the building for use with their personal computers. This wireless is unsecured and users are encouraged to use some type of encryption.

### *Abuse of This Policy*

The use of Fletcher's computing resources is a privilege, not a right. Fletcher reviews and monitors its computing resources for compliance with policies, applicable laws and related directives, and discloses transactions to investigating authorities and others as warranted. Users should not have any expectation of privacy when using and storing information on Fletcher's computing resources, and Fletcher specifically reserves the right to review and copy any data or other information stored on any computing resources, without notice to any User, by use of forensic computers or otherwise. Violations of this policy may result in penalties, such as terminating access to computing resources, Fletcher disciplinary action, civil liability and/or criminal sanctions. LCTCS and/or Fletcher may monitor all usage of the Internet on or through computing resources and all other use of Fletcher's computing resources, including, without limitation, reviewing a list of any and all sites accessed by any User and all E-mails transmitted and/or received on any computing resources.



### *Proprietary Rights and Licenses*

Except as may specifically be agreed otherwise by FTCC, any and all software and materials contained on any FTCC computing resources is solely owned by FTCC, except to the extent that any such materials are licensed to FTCC by a third party vendor. Users are forbidden from taking any action that would be in violation of any standard license agreement for any software licensed to FTCC and contained on any FTCC computing resources, including without limitation, making any unauthorized copies of any such software. FTCC management adheres to the Security Policy for the Louisiana Community and Technical College System (LCTCS) Information Systems.

## VISITORS

Visitors are welcomed and are invited to visit the college at any time. Each visitor to the main campus must check in with the Office of Finance and Administration and receive a visitor's badge before touring the campus or visiting classes. Visitors include anyone who is not a registered student or an employee of the college.


# PROGRAMS OF STUDY

# PROGRAMS OF STUDY

The following section is a description of all programs of study offered at Fletcher Technical Community College. The curricula are as accurate and complete as possible at the time of publication of this catalog. Since this catalog was prepared, some programs may have been added, others may have been deleted, and/or changes in curricula may have been made.

Exit level designations for these programs are as follows:

- **TCA = Technical Competency Area Certificate:** An applied course, or series of courses (1-12 hours) which provides a student with a specific technical competency area.
- **CTS = Certificate of Technical Studies:** An applied technical program (21-33 hours) usually formed by combining multiple TCA's.
- **CGS = Certificate of General Studies:** An academic program (30 hours) of general education courses designed to prepare students for entry into an associate or baccalaureate program.
- **TD = Technical Diploma:** An applied technical degree program (45-60 hours) formed by combining multiple CTS's and/or TCA's.
- **AS=Associate of Science Degree:** An academic degree program (60-72) hours with a significant general education core (27 hours), designed primarily to serve as preparatory for transfer to related baccalaureate program.
- **AAS = Associate of Applied Science Degree:** An applied/academic degree program (60-72 hours), primarily designed to prepare students for immediate employment or career entry.
- **AGS = Associate of General Studies:** An academic program (66 hours) that allows students to select a concentration to prepare them for career entry, but which may also transfer to a baccalaureate program.

Degrees, technical diplomas, and certificates earned are recorded on the transcript at the time of completion. Printed awards are issued only when an applicant applies for graduation and pays the required graduation fee. Associate degrees have general education requirements (GER). Refer to Appendix C for approved general education courses.

Listing of a program does not necessarily mean that enrollment is accepted every semester. Program availability varies and start dates are often determined by the program coordinator. If no information is given in the program description, students should contact the department or the Office of Student Affairs to determine when the program is to be offered.

# ACCOUNTING TECHNOLOGY
# ASSOCIATE OF APPLIED SCIENCE DEGREE

**DEPARTMENT:** Business and Information Systems

**PROGRAM DESCRIPTION:** The Accounting Technology Program provides specialized classroom instruction and practical experience to prepare students for employment as accounting technicians or to provide supplemental training for persons previously or currently employed as accounting technicians. The program prepares individuals to provide technical support to professional accountants and other management personnel. It includes instruction in general accounting principles and practices, posting transaction to accounts, record keeping systems, and accounting software operation.

**PROGRAM COORDINATOR:** Michelle Votaw

**PROGRAM INSTRUCTORS:** Susan Guerrero, Arnold Watson, Faye Williams, Brad Boercker

**SPECIAL COMMENTS:** All business courses in the accounting curriculum must be completed with a grade of C or higher. A grade of D or higher is acceptable in general education courses and electives unless the course will be used for transfer or as a prerequisite to another course.

**Note:** Generally, only courses with a grade of C or higher will be considered when transferring courses to Fletcher. However, if a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will follow the guidelines stated above.

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive an associate degree.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Accounting Technology Associate Degree Program will be able to:

1. apply accounting terminology, prepare and analyze financial documents, post transactions, and complete payroll procedures.
2. use computers to create paper and electronic documents, organize spreadsheets, access, retrieve, and communicate information.
3. communicate effectively using the written English language to produce clear, concise, and coherent documents.
4. demonstrate interview techniques and resume writing skills, locate employment resources, and determine the expectations of employers.
5. use professional accounting software.
6. apply basic mathematical functions used to solve business-related problems.
7. demonstrate administrative procedures emphasizing safe, efficient working environments.
8. use computer keyboards including basic typing concepts.



# ACCOUNTING TECHNOLOGY
# ASSOCIATE OF APPLIED SCIENCE

| Course Number | Course Title | Lecture | Lab | Total Credit Hrs. |
|---|---|---|---|---|
| **Semester 1** | | | | |
| ACCT 1100 | Principles of Accounting, Part I | 3 | 0 | 3 |
| ENGL 1010 | English Composition I (GER) | 3 | 0 | 3 |
| CPTR 1100 | Intro to Computers | 3 | 0 | 3 |
| APMA 1030 | Business Math | 3 | 0 | 3 |
| KYBD 1110 | Introduction to Keyboarding | 1 | 2 | 3 |
| | | | | **15** |
| **Semester 2** | | | | |
| ACCT 1200 | Principles of Accounting, Part II | 3 | 0 | 3 |
| CINS 1300 | Introduction to Spreadsheets | 3 | 0 | 3 |
| BUSI 1050 | Business Correspondence | 3 | 0 | 3 |
| CINS 1450 | Basic Word Processing | 3 | 0 | 3 |
| MATH 1100 | College Algebra (GER) | 3 | 0 | 3 |
| | Approved Social Science (GER) | | | 3 |
| | | | | **18** |
| **Semester 3** | | | | |
| ACCT 1300 | Intermediate Accounting | 3 | 0 | 3 |
| CINS 1310 | Introduction to Database Management | 3 | 0 | 3 |
| CINS 2640 | Advanced Spreadsheets | 3 | 0 | 3 |
| ACCT 1250 | Payroll Accounting | 3 | 0 | 3 |
| ACCT 1500 | Computerized Accounting | 3 | 0 | 3 |
| | Approved Natural/Physical Science (GER) | | | 3 |
| | | | | **18** |
| **Semester 4** | | | | |
| ACCT 1400 | Advanced Accounting | 3 | 0 | 3 |
| OSYS 2530 | Office Procedures | 3 | 0 | 3 |
| CINS 2650 | Advanced Database Management | 3 | 0 | 3 |
| BUSI 2450 | Job Seeking Skills | 2 | 0 | 2 |
| | Approved Elective | | | 3 |
| | Approved Humanities (GER) | | | 3 |
| | AAS Accounting Technology (68) | | | **17** |

**CIP Code:** 520302
**Total Clock Hrs.:** 1,050

**APPROVED ELECTIVES:**
Any business course not required within the curriculum except KYBD 1001.
SPCH 1200
MATH 2010
PSYC 2120 or 2010 if not used as social science requirement
SOCL 2010 or 2020
Any course approved by department head

# ACCOUNTING TECHNOLOGY CERTIFICATE OPTIONS

**DEPARTMENT:** Business and Information Systems

**PROGRAM DESCRIPTION:** The Accounting Technology Program provides specialized classroom instruction and practical experience to prepare students for employment as accounting technicians or to provide supplemental training for persons previously or currently employed as accounting technicians. The program prepares individuals to provide technical support to professional accountants and other management personnel. It includes instruction in general accounting principles and practices, posting transactions to accounts, record keeping systems, and accounting software operation.

**PROGRAM COORDINATOR:** Michelle Votaw

**PROGRAM INSTRUCTORS:** Tracy Carmichael, Susan Guerrero, Arnold Watson, Faye Williams

**SPECIAL COMMENTS:** All business courses in the accounting curriculum must be completed with a grade of C or higher. A grade of D or higher is acceptable in general education courses and electives unless the course will be used for transfer or as a prerequisite to another course.

**Note:** Generally, only courses with a grade of C or higher will be considered when transferring courses to Fletcher. However, if a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will follow the guidelines stated above.

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive a certificate or a diploma.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Accounting Technology Diploma Program will be able to:

1. apply accounting terminology, prepare and analyze financial documents, post transactions, and complete payroll procedures.
2. use computers to create paper and electronic documents, organize spreadsheets, access, retrieve, and communicate information.
3. communicate effectively using the written English language to produce clear, concise, and coherent documents.
4. demonstrate interview techniques and resume writing skills, locate employment resources, and determine the expectations of employers.
5. use professional accounting software.
6. apply basic mathematical functions used to solve business-related problems.
7. demonstrate administrative procedures emphasizing safe, efficient working environments.
8. use computer keyboards including basic typing concepts.



# ACCOUNTING TECHNOLOGY DIPLOMA/CERTIFICATE OPTIONS

| Course Number | Course Title | Lecture | Lab | Total Credit Hrs. |
|---|---|---|---|---|
| **Semester 1** | | | | |
| ACCT 1100 | Principles of Accounting, Part I | 3 | 0 | 3 |
| ENGL 1010 | English Composition I | 3 | 0 | 3 |
| CPTR 1100 | Intro to Computers | 3 | 0 | 3 |
| KYBD 1110 | Introduction to Keyboarding | 1 | 2 | 3 |
| | **TCA General Clerk (12)** | | | **12** |
| Semester 2 | | | | |
| ACCT 1200 | Principles of Accounting, Part II | 3 | 0 | 3 |
| CINS 1300 | Introduction to Spreadsheets | 3 | 0 | 3 |
| APMA 1030 | Business Math | 3 | 0 | 3 |
| CINS 1450 | Basic Word Processing | 3 | 0 | 3 |
| | **CTS Account Clerk (24)** | | | **12** |
| Semester 3 | | | | |
| ACCT 1300 | Intermediate Accounting | 3 | 0 | 3 |
| CINS 1310 | Introduction to Database Management | 3 | 0 | 3 |
| CINS 2640 | Advanced Spreadsheets | 3 | 0 | 3 |
| BUSI 1050 | Business Correspondence | 3 | 0 | 3 |
| ACCT 1250 | Payroll Accounting | 3 | 0 | 3 |
| | **CTS Payroll Clerk (39)** | | | **15** |

**CIP Code:** 520302
**Total Clock Hrs.:** 615

# AUTOMOTIVE TECHNOLOGY
# DIPLOMA/CERTIFICATE OPTIONS

**DEPARTMENT:** Service Technology

**PROGRAM DESCRIPTION:** The Automotive Technology Program provides specialized classroom instruction and practical shop experience to prepare individuals to engage in the servicing and maintenance of all types of automobiles. The program prepares the individual to select, safely use, and maintain hand and power tools, jacks, and hoisting equipment. Instruction in the diagnosis of malfunctions and the repair of engines; fuel, electrical, cooling, and brake systems; drive train; and suspension systems is included. The program is closely correlated with the knowledge required to prepare an individual for the certification test given by the National Institute for Automotive Service Excellence. Courses of instruction specify occupational competencies the individual must successfully complete according to the priorities for tasks established by the National Automotive Technicians Education Foundation (NATEF). The instructor is NATEF master certified.

**PROGRAM COORDINATOR:** Craig Rodrigue, NATEF master certified

**PROGRAM ACCREDITATION:** NATEF

**SPECIAL COMMENTS:** All automotive courses must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements.

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive a diploma.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Automotive Technology Diploma Program will be able to:

1. demonstrate the use of tools and equipment used in the automotive service industry.
2. describe the theory of operation of automotive systems.
3. diagnose and document component failures.
4. inspect, adjust, repair or replace automotive components.
5. work safely and in compliance with regulation and industry standards.
6. locate manufacturer specific information.



AUTOMOTIVE TECHNOLOGY
DIPLOMA/CERTIFICATE OPTIONS

| Course Number | Course Title | Lecture | Lab | Total Credit Hrs. |
|---|---|---|---|---|
| AUTO 1000 | Introduction to Automotive Technology | 2 | 0 | 2 |
| AUTO 1001 | Introduction to Automotive Technology Lab | 0 | 1 | 1 |
| | **TCA Helper (3)** | | | **3** |
| AUTO 1600 | Electrical/Electronic I | 2 | 0 | 2 |
| AUTO 1601 | Electrical/Electronic I Lab | 0 | 3 | 3 |
| AUTO 1610 | Electrical/Electronic II | 2 | 0 | 2 |
| AUTO 1611 | Electrical/Electronic Lab II | 0 | 3 | 3 |
| | **TCA Electrical Technician (10)** | | | **10** |
| AUTO 1800 | Engine Performance I | 2 | 0 | 2 |
| AUTO 1801 | Engine Performance I Lab | 0 | 3 | 3 |
| AUTO 1810 | Engine Performance II | 2 | 0 | 2 |
| AUTO 1811 | Engine Performance Lab II | 0 | 3 | 3 |
| AUTO 1820 | Engine Performance III | 2 | 0 | 2 |
| AUTO 1821 | Engine Performance Lab III | 0 | 3 | 3 |
| | **TCA Engine Performance Technician (15)** | | | **15** |
| AUTO 1100 | Engine Repair | 2 | 0 | 2 |
| AUTO 1101 | Engine Repair Lab | 0 | 3 | 3 |
| | **TCA Engine Repair Technician (5)** | | | **5** |
| AUTO 1300 | Manual Drive Trains | 2 | 0 | 2 |
| AUTO 1301 | Manual Drive Trains Lab | 0 | 3 | 3 |
| | **TCA Manual Drive Train Technician (5)** | | | **5** |
| AUTO 1400 | Steering and Suspension | 2 | 0 | 2 |
| AUTO 1401 | Steering and Suspension Lab | 0 | 3 | 3 |
| | **TCA Steering and Suspension Technician (5)** | | | **5** |
| AUTO 1200 | Automatic Transmission and Transaxle | 2 | 0 | 2 |
| AUTO 1201 | Automatic Transmission and Transaxle Lab | 0 | 3 | 3 |
| | TCA Automatic Transmission and Transaxle Technician (8) | 5 | | |
| AUTO 1500 | Brakes | 2 | 0 | 2 |
| AUTO 1501 | Brakes Lab | 0 | 2 | 2 |
| | **TCA Brake Technician (4)** | | | **4** |
| AUTO 1700 | Heating and Air Conditioning | 2 | 0 | 2 |
| AUTO 1701 | Heating and Air Conditioning Lab | 0 | 3 | 3 |
| | TCA Heating and Air Conditioning Technician (5) | 5 | | |
| CPLT 1010 | Computer Literacy | 0 | 1 | 1 |
| CLCR 2000 | Career Development | 2 | 0 | 2 |
| | **TD Automotive Technology (60)** | | | **3** |

**CIP Code:** 470604
**Total Clock Hrs.:** 1,410

# DRAFTING AND DESIGN TECHNOLOGY
# ASSOCIATE OF APPLIED SCIENCE DEGREE

**DEPARTMENT:** Manufacturing Technology

**PROGRAM DESCRIPTION:** The Drafting and Design Program prepares individuals with the necessary fundamentals to develop design and production drawings in the various disciplines of the drafting profession. This curriculum provides instruction in all traditional drafting techniques and also includes training in the latest technology of Computer Aided Drafting and Design (CADD). The program provides students with instruction in fundamental manual drafting skills as well as training in several drafting disciplines using CADD.

**PROGRAM COORDINATOR:** Dean Pitre

**PROGRAM ACCREDITATION:** National Association of Industrial Technology (NAIT)

**PROGRAM CERTIFICATION:** American Design Drafting Association (ADDA)

**PROGRAM INSTRUCTORS:** Dean Pitre, Murphy Dupre

**SPECIAL COMMENTS:** All drafting and CADD courses must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements.

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive an associate degree.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Drafting and Design Technology Associate Degree Program will be able to:

1. demonstrate knowledge of nationally recognized drafting practices and standards.
2. understand and apply visualization skills.
3. understand and apply dimensioning standards.
4. produce accurate technical drawing using computer aided drafting software.
5. produce hard copies of technical drawing using reproduction tools such as printers, plotters, and e-transmission.
6. demonstrate skills and abilities in various drafting fields such as structural, steel, piping, architectural, civil, and mechanical.
7. consult and utilize reference materials to produce accurate technical drawings.
8. communicate effectively using written and spoken English language to produce clear, concise, and coherent documents and demonstrations relevant to drafting and design technology.
9. perform basic mathematical functions used to solve drafting and design-related problems.
10. locate employment resources and determine the expectations of employers in drafting fields.



DRAFTING AND DESIGN TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE

| Course Number | Course Title | Lecture | Lab | Total Credit Hrs. |
|---|---|---|---|---|
| **Semester 1** | | | | |
| CPTR 1100 | Introduction to Computer Applications | 3 | 0 | 3 |
| MATH 1100 | College Algebra (GER) | 3 | 0 | 3 |
| DRFT 1100 | Basic Board Drafting | 3 | 6 | 9 |
| ENGL 1010 | English Composition I (GER) | 3 | 0 | 3 |
| | | | | **18** |
| **Semester 2** | | | | |
| MATH 1110 | Trigonometry | 3 | 0 | 3 |
| PHSC 1000 | Introduction to Physical Science I | 3 | 0 | 3 |
| DRFT 1200 | Advanced Board Drafting | 3 | 4 | 7 |
| CADD 1200 | Introduction to CADD | 1 | 2 | 3 |
| | | | | **16** |
| **Semester 3** | | | | |
| CADD 2300 | Advanced CADD | 1 | 2 | 3 |
| DRFT 2300 | Introduction to Drafting Disciplines | 3 | 4 | 7 |
| | Approved Physical Science (GER) | 3 | 0 | 3 |
| | Approved Humanities (GER) | 3 | 0 | 3 |
| | | | | **16** |
| **Semester 4** | | | | |
| CLCR 2000 | Career Development | 2 | 0 | 2 |
| SPCH 1200 | Introduction to Public Speaking | 3 | 0 | 3 |
| DRFT 2400 | Advanced Disciplines | 3 | 6 | 9 |
| | Approved Social Science (GER) | 3 | 0 | 3 |
| | **AAS Drafting and Design Technology (67)** | | | **17** |

**CIP Code:** 151301
**Total Clock Hrs.:** 1,365

# DRAFTING AND DESIGN TECHNOLOGY DIPLOMA/CERTIFICATE OPTIONS

**DEPARTMENT:** Manufacturing Technology

**PROGRAM DESCRIPTION:** The Drafting and Design Program prepares individuals with the necessary fundamentals to develop design and production drawings in the various disciplines of the drafting profession. This curriculum provides instruction in all traditional drafting techniques and also includes training in the latest technology of Computer Aided Drafting and Design (CADD). The program provides students with instruction in fundamental manual drafting skills as well as training in several drafting disciplines using CADD.

**PROGRAM COORDINATOR:** Dean Pitre

**PROGRAM INSTRUCTORS:** Dean Pitre, Murphy Dupre

**PROGRAM ACCREDITATION:** National Association of Industrial Technology (NAIT)

**PROGRAM CERTIFICATION:** American Design Drafting Association (ADDA)

**SPECIAL COMMENTS:** All drafting and CADD courses must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements.

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive a certificate or a diploma.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Drafting and Design Technology Diploma Program will be able to:

1. demonstrate knowledge of nationally recognized drafting practices and standards.
2. understand and apply visualization skills.
3. understand and apply dimensioning standards.
4. produce accurate technical drawing using computer aided drafting software.
5. produce hard copies of technical drawing using reproduction tools such as printers, plotters, and e-transmission.
6. demonstrate skills and abilities in various drafting fields such as structural, steel, piping, architectural, civil, and mechanical.
7. consult and utilize reference materials to produce accurate technical drawings.
8. communicate effectively using written and spoken English language to produce clear, concise, and coherent documents and demonstrations relevant to drafting and design technology.
9. perform basic mathematical functions used to solve drafting and design-related problems.
10. locate employment resources and determine the expectations of employers in drafting fields.



# DRAFTING AND DESIGN TECHNOLOGY DIPLOMA/CERTIFICATE OPTIONS

| Course Number | Course Title | Lecture | Lab | Total Credit Hrs. |
|---|---|---|---|---|
| **Semester 1** | | | | |
| CPTR 1100 | Introduction to Computer Applications | 3 | 0 | 3 |
| APMA 1040 | Applied Algebra | 3 | 0 | 3 |
| DRFT 1100 | Basic Board Drafting | 3 | 6 | 9 |
| | **TCA Engineering Aide I (15)** | | | **15** |
| **Semester 2** | | | | |
| APMA 1050 | Applied Trigonometry | 3 | 0 | 3 |
| DRFT 1200 | Advanced Board Drafting | 3 | 4 | 7 |
| CADD 1200 | Introduction to CADD | 1 | 2 | 3 |
| | **TCA Engineering Aide II (28)** | | | **13** |
| **Semester 3** | | | | |
| CLCR 2000 | Career Development | 2 | 0 | 2 |
| ENGL 1160 | Technical Writing | 3 | 0 | 3 |
| CADD 2300 | Advanced CADD | 1 | 2 | 3 |
| DRFT 2300 | Introduction to Drafting Disciplines | 3 | 4 | 7 |
| | **CTS Entry Level Drafter (43)** | | | **15** |
| **Semester 4** | | | | |
| DRFT 2400 | Advanced Disciplines | 3 | 6 | 9 |
| | Approved Elective | 3 | 0 | 3 |
| | **TD Drafting and Design Technician (55)** | | | **12** |

**CIP Code:** 151301
**Total Clock Hrs.:**1,185

**APPROVED ELECTIVES:**
CINS 1300 Intro to Spreadsheets
PHSC 1000 Intro to Physical Science I
PHSC 1200 Intro to Physical Science II

# ELECTRICIAN
# DIPLOMA/CERTIFICATE OPTIONS

**DEPARTMENT:** Service Technology

**PROGRAM DESCRIPTION:** The electrician program provides basic to advanced specialized instruction and practical shop experience to prepare students for employment within the various electrical trades. The program consists of technical courses designed to develop skills in installation, testing, and troubleshooting of electrical equipment, fixtures, and wiring. The program emphasizes safe and efficient work practices by including a study of all applicable electrical codes, standards, blueprint/wiring diagram interpretation, electrical theory and various installation/construction processes appropriate to each area of expertise. The program provides both, lecture and hands-on learning methods. Prospective students should be in good physical health, able to lift 75-100 pounds, able to distinguish colors, able to work from ladders, and able to enjoy doing a variety of multiple tasks.

**PROGRAM COORDINATOR:** Chris Prestenback

**SPECIAL COMMENTS:** All electrician courses must be completed with a grade of C or higher.

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive a technical competence area certificate, certificate of technical studies, or diploma. Students should check with the department head for specific general education course grade requirements.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Electrician Diploma Program will be able to:

1. demonstrate fundamental knowledge of electrical safety, calculations, DC and AC electrical circuitry, resistance, current, voltage, wattage, tools, test equipment, devices, raceways, motors, generators, transformers, active and passive components, and the National Electrical Code.
2. analyze and apply direct current theory, alternating current, single-phase theory, and alternating current polyphase theory.
3. use computer technology and electronic resources to access information related to continued study and current state-of-the-art knowledge of the electrical industry.
4. demonstrate modern techniques and skills to design, install, maintain, and repair electrical systems according to all current codes and standards.
5. understand and demonstrate professional in the field of electrical design, installation, maintenance, and repair.



ELECTRICIAN
DIPLOMA/CERTIFICATE OPTIONS

| Course Number | Course Title | Lecture | Lab | Total Credit Hrs. |
|---|---|---|---|---|
| ELEC 1120 | Basic Electricity | 3 | 0 | 3 |
| ELEC 1121 | Basic Electricity Lab | 0 | 3 | 3 |
| ELEC 1220 | Electrical Raceways | 1 | 2 | 3 |
| APMA 1010 | General Mathematics | 3 | 0 | 3 |
| | **TCA Electrician Helper (12)** | | | **12** |
| ELEC 1210 | Residential Wiring | 3 | 0 | 3 |
| ELEC 1211 | Residential Wiring Lab | 0 | 3 | 3 |
| ELEC 1230 | National Electrical Code | 2 | 1 | 3 |
| ELEC 1311 | Residential Wiring Installation | 1 | 5 | 6 |
| ELEC 1430 | Blueprint Interpretation | 1 | 2 | 3 |
| | **CTS Residential Electrician (30)** | | | **18** |
| CPTR #### | Approved Computer Literacy | 3 | 0 | 3 |
| ELEC 1330 | Generators/Motors and Transformer Operations | 1 | 2 | 3 |
| ELEC 1440 | Motor Controls | 1 | 3 | 4 |
| CLCR 2000 | Career Development | 2 | 0 | 2 |
| ELEC 2520 | Solid State Theory | 1 | 2 | 3 |
| ELEC 2720 | Introduction to Programmable Logic Controllers | 1 | 2 | 3 |
| | **TD Industrial Electrician (48)** | | | **18** |
| | Marine Electrician Concentration: | | | |
| ELEC 2530 | Marine Electricity | 1 | 2 | 3 |
| | **TD Industrial Electrician, Marine Concentration (51)** | | | **3** |

**CIP Code:** 460302
**Total Clock Hrs.:**1,095

# ELECTRONICS TECHNOLOGY
# ASSOCIATE OF APPLIED SCIENCE

**DEPARTMENT:** Service Technology

**PROGRAM DESCRIPTION:** The Electronics Technology Program provides special classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the field of electronics or to provide supplemental training for persons previously or currently employed in related electronics technology occupations. The program generally prepares individuals to assemble, install, operate, maintain and repair electrical/electronic equipment used in business and industry. This program includes instruction on actual equipment or associated trainers relating to power supplies, amplifiers, motors, digital and computer circuitry, programmable controllers, computer peripherals, general robotic applications, lasers, fiber optics, communication systems, and video systems.

**PROGRAM COORDINATOR:** TBA

**PROGRAM ACCREDITATION:** National Association of Industrial Technology (NAIT)

**SPECIAL COMMENTS:** All electronics and networking courses must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements.

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive an associate degree.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Electronics Technology Associate Degree Program will be able to:

1. demonstrate knowledge of electrical safety, calculations, DC and AC electrical circuitry, resistance, current, voltage, wattage, tools, test equipment, devices, motors, generators, transformers, and active and passive components.
2. recognize and demonstrate principles of series, parallel, and series-parallel circuits, AC circuits, and DC circuits.
3. demonstrate fundamental skills in assembly, installation, operations, maintenance, and repair of electrical/electronic equipment.
4. consult electronics reference manuals and materials.
5. demonstrate professionalism in electronics design, installation, maintenance, and repair.
6. calculate voltage, current, resistance, impedance, frequency, pulse width, period, and time.
7. use a multimeter to measure voltage, current, and resistance.
8. operate test equipment such as oscilloscopes, function generators, and power supplies.
9. read and understand electronic schematics.
10. construct and troubleshoot various types of electronic circuits.
11. perform basic mathematical functions used to solve electronics-related problems.
12. demonstrate modern electronics techniques and skills to successfully compete in today's job market
13 locate employment resources and determine the expectations of employers in the electronics field.



ELECTRONICS TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE

| Course Number | Course Title | Lecture | Lab | Total Credit Hrs. |
|---|---|---|---|---|
| **Semester 1** | | | | |
| MATH 1100 | College Algebra | 3 | 0 | 3 |
| ETRN 1120 | DC Electronics | 2 | 0 | 2 |
| ETRN 1121 | DC Electronics Lab | 0 | 2 | 2 |
| ENGL 1010 | English Composition | 3 | 0 | 3 |
| CPTR 1100 | Introduction to Computer Applications | 3 | 0 | 3 |
| | Approved Humanities | 3 | 0 | 3 |
| | | | | **16** |
| **Semester 2** | | | | |
| ETRN 1130 | AC Electronics | 2 | 0 | 2 |
| ETRN 1131 | AC Electronics Lab | 0 | 2 | 2 |
| MATH 1110 | Trigonometry (or APMA 1050) | 3 | 0 | 3 |
| ETRN 1170 | Circuit Analysis and Design | 1 | 2 | 3 |
| PHSC 1000 | Introduction to Physical Science I | 3 | 0 | 3 |
| SPCH 1200 | Introduction to Public Speaking | 3 | 0 | 3 |
| | | | | **16** |
| **Summer** | | | | |
| ETRN 1210 | Solid State Devices | 1 | 2 | 3 |
| ETRN 1270 | Electronics Fabrication | 3 | 0 | 3 |
| | | | | **6** |
| **Semester 3** | | | | |
| ETRN 1220 | Transistor Circuits | 1 | 2 | 3 |
| ETRN 1230 | Digital Electronics | 2 | 0 | 2 |
| ETRN 1231 | Digital Electronics Lab | 0 | 2 | 2 |
| ETRN 2120 | Communication Principles | 2 | 0 | 2 |
| ETRN 2121 | Communication Principles Lab | 0 | 2 | 2 |
| CLCR 2000 | Career Development | 2 | 0 | 2 |
| PHSC 1200 | Introduction to Physical Science II (Physical Science credit) | 3 | 0 | 3 |
| | | | | **16** |
| **Semester 4** | | | | |
| ETRN 2800 | Electronic Troubleshooting | 1 | 2 | 3 |
| | Electronics Electives | | | 11 |
| | Approved Social/Behavioral Science | 3 | 0 | 3 |
| | **AAS Electronics Technology (71)** | | | **17** |

CIP Code: 470105
Total Clock Hrs.: 1,395

**ELECTRONICS ELECTIVES:**
ETRN 1050 Basic Computer Repair
ETRN 2110 Programmable Logic Controllers
ETRN 2130 Telecommunications
ETRN 2131 Telecommunications Lab
ETRN 2140 Computer Systems and Interfacing
ETRN 2141 Computer Systems and Interfacing Lab
ETRN 2620 Introduction to Robotics
ETRN 2621 Introduction to Robotics Lab
ETRN 2700 Instrumentation and Controls
ETRN 2701 Instrumentation and Controls Lab

# ELECTRONICS TECHNOLOGY CERTIFICATE OPTIONS

**DEPARTMENT:** Service Technology

**PROGRAM DESCRIPTION:** The Electronics Technology Program provides special classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the field of electronics or to provide supplemental training for persons previously or currently employed in related electronics technology occupations. The program generally prepares individuals to assemble, install, operate, maintain and repair electrical/electronic equipment used in business and industry. This program includes instruction on actual equipment or associated trainers relating to power supplies, amplifiers, motors, digital and computer circuitry, programmable controllers, computer peripherals, general robotic applications, lasers, fiber optics, communication systems, and video systems.

**PROGRAM COORDINATOR:** TBA

**SPECIAL COMMENTS:** All electronics and networking courses must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements.

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive certificate.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Electronics Technology Diploma Program will be able to:

1. demonstrate knowledge of electrical safety, calculations, DC and AC electrical circuitry, resistance, current, voltage, wattage, tools, test equipment, devices, motors, generators, transformers, and active and passive components.
2. recognize and demonstrate principles of series, parallel, and series-parallel circuits, AC circuits, and DC circuits.
3. demonstrate fundamental skills in assembly, installation, operations, maintenance, and repair of electrical/electronic equipment.
4. consult electronics reference manuals and materials.
5. demonstrate professionalism in electronics design, installation, maintenance, and repair.
6. calculate voltage, current, resistance, impedance, frequency, pulse width, period, and time.
7. use a multimeter to measure voltage, current, and resistance.
8. operate test equipment such as oscilloscopes, function generators, and power supplies.
9. read and understand electronic schematics.
10. construct and troubleshoot various types of electronic circuits.
11. perform basic mathematical functions used to solve electronics-related problems.
12. demonstrate modern electronics techniques and skills to successfully compete in today's job market
13. locate employment resources and determine the expectations of employers in the electronics field.



# ELECTRONICS TECHNOLOGY CERTIFICATE OPTIONS

| Course Number | Course Title | Lecture | Lab | Total Credit Hrs. |
|---|---|---|---|---|
| **Semester 1** | | | | |
| APMA 1040 | Applied Algebra | 3 | 0 | 3 |
| ETRN 1120 | DC Electronics | 2 | 0 | 2 |
| ETRN 1121 | DC Electronics Lab | 0 | 2 | 2 |
| ETRN 1170 | Circuit Analysis and Design | 1 | 2 | 3 |
| CPTR 1100 | Introduction to Computer Applications | 3 | 0 | 3 |
| | **TCA Basic Electronics (13)** | | | **13** |
| **Semester 2** | | | | |
| ETRN 1130 | AC Electronics | 2 | 0 | 2 |
| ETRN 1131 | AC Electronics Lab | 0 | 2 | 2 |
| APMA 1050 | Applied Trigonometry | 3 | 0 | 3 |
| | Electives | 6 | 0 | 6 |
| | | | | **13** |
| **Summer** | | | | |
| ETRN 1210 | Solid State Devices | 1 | 2 | 3 |
| ETRN 1270 | Electronics Fabrication | 3 | 0 | 3 |
| | **CTS Electronics Technician (32)** | | | **6** |

CIP Code: 470105
Total Clock Hrs.: 585

**ELECTRONICS ELECTIVES:**
ETRN 1050 Basic Computer Repair
ETRN 2110 Programmable Logic Controllers
ETRN 2130 Telecommunications
ETRN 2131 Telecommunications Lab
ETRN 2140 Computer Systems and Interfacing
ETRN 2141 Computer Systems and Interfacing Lab
ETRN 2620 Introduction to Robotics
ETRN 2621 Introduction to Robotics Lab
ETRN 2700 Instrumentation and Controls
ETRN 2701 Instrumentation and Controls Lab

# EMERGENCY MEDICAL TECHNICIAN – BASIC TECHNICAL COMPETENCY AREA CERTIFICATE

**DEPARTMENT:** Allied Health

**PROGRAM DESCRIPTION:** The EMT-Basic Program prepares students to give pre-hospital/emergency care to victims of accidents or medical emergencies in pre-hospital environments. All instruction meets the 1994 DOT curriculum standards for pre-hospital care, and totals 165 hours. At least 10 hours clinical experience are served in an emergency department doing assigned non-invasive tasks and observations under the direct supervision of an emergency department preceptor; the remaining hours may also be served in an emergency department or as clinical observations with a LA State Bureau of Emergency Medical Services (BEMS) approved ambulance service. After completion of the program, students are eligible to take the written and practical registry examinations for Louisiana and national certification.

**PROGRAM COORDINATOR:** Todd Albert

**CLINICAL SITES:** Acadian, Lafourche Parish, and St. Charles Parish ambulance services

**SPECIAL COMMENTS:** All courses in the EMT – Basic Program must be completed with a grade of C or higher.

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive a technical competency area certificate.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the EMT-Basic Program will be able to:

1. perform a thorough patient assessment for signs and symptoms of injury/trauma.
2. perform a thorough patient assessment for signs and symptoms of illness/medical condition.
3. provide cardiac arrest management/automated external defibrillator (AED).
4. perform spinal immobilization with a seated patient.
5. bag-valve mask an apneic patient with a pulse.
6. perform a long-bone fracture immobilization.
7. perform a traction splinting.
8. assess and provide bleeding control/shock management.
9. perform upper airway adjuncts and suction.
10. perform mouth-to-mask with supplemental oxygen.
11. perform supplemental oxygen administration.
12. perform a thorough patient assessment for normal and complicated deliveries, neonatal and gynecological emergencies.
13. provide management of medical and trauma situations involving infants/children.



**EMT ADMISSION REQUIREMENTS:** To be considered for the EMT-Basic Program, an applicant must:

1. submit a completed application with the $10 application fee.
2. submit official copies of ACT or COMPASS scores and official copies of transcripts of all college work to Admission Office.
3. satisfactorily complete one of three categories for admission before qualifying to submit an application. These admission categories will include:
   a. Achieve ACT scores of: Reading 13 and Math 13 OR
   b. Achieve COMPASS scores of: Reading 60 and Algebra 22 or Pre-Algebra 26
   OR
   c. Combine test scores with official transcript(s) to meet required eligibility (eligible for placement out of DVRE 0910 and DVMA 0910).
4. be at least 18 years of age at the time of taking registry exam.
5. be a high school graduate, or GED equivalent, with documentation.
6. be physically and emotionally able to meet the requirements of the program as determined by a qualified physician.

## EMT – BASIC TECHNICAL COMPETENCY AREA CERTIFICATE

| Course Number | Course Title | Lecture | Lab | Total Credit Hrs. |
|---|---|---|---|---|
| HEMS 1110 | Introduction to Basic EMT | 1 | 0 | 1 |
| HEMS 1120 | Patient Assessment and Airway Management | 3 | 0 | 3 |
| HEMS 1140 | Medical/Behavioral Emergencies and Trauma Management | 3 | 0 | 3 |
| HEMS 1160 | Maternal Pediatric Management | 1 | 0 | 1 |
| HEMS 1170 | EMT – Basic Clinical and Ambulance Operation | 0 | 1 | 1 |
| | **TCA EMT Basic (9)** | | | **9** |

CIP Code: 510904
Total Clock Hrs.: 165

# GENERAL STUDIES
# ASSOCIATE OF GENERAL STUDIES

**DIVISION:** Arts & Sciences

**PROGRAM DESCRIPTION:** The Associate Degree in General Studies is designed to provide the flexibility needed to meet the needs of students who have a variety of backgrounds and interests. This program appeals to students who have identified distinct careers but find no matching curricula available and to those who need to explore interests and test their potential for satisfactory performance in selected areas of a curriculum. Students, in conjunction with and advisor, can design a unique program by selecting courses from among several different disciplines while fulfilling the basic degree requirements of the College.

**PROGRAM COORDINATOR:** TBA

**PROGRAM INSTRUCTORS:** Interdisciplinary

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive an associate degree.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Associate of General Studies Degree will be able to:

1. demonstrate competence in written and verbal communication skills, quantitative reasoning and critical thinking.
2. Be able to use information technology in their professional and personal lives.
3. grasp the knowledge and skills delivered through the content of concentration area courses.
4. acquire the analytical and critical skills needed to connect core knowledge and skills to discipline-specific information at a higher level of study.

**SPECIAL DEGREE REQUIREMENTS:** Students wishing to earn an Associate of General Studies Degree must:

- Complete the 33 hour General Education requirement
- Complete six hours in each of three Enrichment Blocks (18 hours; chosen from three of the four blocks)
- Complete a Concentration Area* (15 hours)
- Earn a GPA of 2.5 for coursework taken in the area of concentration

*All courses in the AGS degree program are to be selected in consultation with an advisor.



# GENERAL STUDIES
# ASSOCIATE OF GENERAL STUDIES

**General Education Requirements** **33 credit hours**

English (6 hours) – ENGL 1010, 1020
Mathematics (6 hours) – MATH 1100 or higher
Natural Sciences (6 hours)
Social/Behavioral Sciences (6 hours)
Humanities (3 hours)
Fine Arts (3 hours)
Computer Literacy Elective (3 hours)

**Concentration** **15 credit hours**

(A coherent selection of courses designed to meet the career objectives of the student)

**Enrichment Electives** **18 credit hours**

(18 hours, six hours each from three of four blocks)

Block 1 – Arts, Humanities, and Communications (ENGL, HIST, ARTS, SPCH, . . .)
Block 2 – Natural Sciences (BIOL, GEOL, MATH, PHSC, . . .)
Block 3 – Social/Behavioral Sciences (ECON, GEOG, POLI, PSYC, SOCI, . . .)
Block 4 – Business Studies (ACCT, OSYS, CINS, BUSI, . . .)

**Associate of General Studies (AGS)** **66 credits hours**

*Students who plan to transfer after completion of the degree should discuss their plans with an advisor from the college of intended transfer to assure transferability of credits.

**Cip Code:** 240102

# GENERAL STUDIES
# CERTIFICATE OF GENERAL STUDIES

**DIVISION:** Arts & Sciences

**PROGRAM DESCRIPTION:** The Certificate of General Studies (CGS) curriculum provides students with a broad foundation of fundamental academic skills. This program offers students who are undecided about career goals or who are unsure of preparation of collegiate studies, the opportunity to increase readiness for collegiate study, explore career opportunities, and improve individual capacity for learning, personal growth, and interpersonal communication skills. The CGS is designed to provide the foundation needed to pursue additional studies at another college or university. The CGS allows students that intend to transfer the opportunity to tailor their certificate courses to meet admission and/or prerequisite requirements of the student's intended program.

**PROGRAM COORDINATOR:** TBA

**PROGRAM INSTRUCTORS:** Interdisciplinary

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive a certificate.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Certificate of General Studies will be able to:

1. demonstrate competence in written and verbal communication skills, quantitative reasoning and critical thinking.
2. be able to use information technology in their professional and personal lives.
3. grasp the knowledge and skills delivered through the content of concentration area courses.
4. acquire the analytical and critical skills needed to connect core knowledge and skills to discipline-specific information at a higher level of study.



GENERAL STUDIES
CERTIFICATE OF GENERAL STUDIES

| Course Number | Course Title | Total Credit Hrs. |
|---|---|---|
| **General Education Requirements** | | |
| ENGL 1010 | English Composition I | 3 |
| ENGL 1020 | English Composition II | 3 |
| MATH 1100 | College Algebra | 3 |
| | Fine Arts | 3 |
| | Humanities | 3 |
| | Natural Science | 3 |
| | Social Science | 3 |
| **General Education Elective** | | |
| | Mathematics, Humanities, Natural Science, or Social Science | 3 |
| **Electives** | | |
| | Electives * | 6 |
| | **Certificate of General Studies (CGS) 30 credits hours** | |

* Students who plan to transfer after completion of the degree should discuss their plans with an advisor from the college of intended transfer to assure transferability of credits.

**Cip Code:** 240102

# MACHINE TOOL TECHNOLOGY DIPLOMA/CERTIFICATE OPTIONS

**DEPARTMENT:** Manufacturing Technology

**PROGRAM DESCRIPTION:** The Machine Tool Technology program provides specialized classroom instruction and practical shop experience to prepare students for employment in the field of Machine Tool Technology or to provide supplemental training for persons previously or currently employed in the field of Machine Tool Technology. Students participating in the program operate industrial equipment and tools used by machinists including setup and operation of Computer Numerical Controlled (CNC) lathes and mills. Also the operation of manual lathes, mills, drill presses, and grinders. The program is designed to offer a broad background of experiences in the metalworking occupations including making computations for dimensions, cutting feeds and speeds, using precision measuring instruments, laying out parts, and heat treatment of metals.

**PROGRAM COORDINATOR:** Chris Aysen

**SPECIAL COMMENTS:** All machine tool courses must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements.

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive a technical competency area certificate, certificate of technical studies, or diploma.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Machine Tool Technology Diploma Program will be able to:

1. interpret machine tool working drawings, sketches, and part prints.
2. identify and use precision measuring instruments, and hand tools.
3. perform mathematical functions to solve numerical problems related to machine tool technology.
4. identify and use manual machine shop equipment.
5. identify and use computer numerical control equipment.
6. identify and use handheld precision measuring instruments.
7. demonstrate fundamental machine shop safety practices.
8. locate employment resources and determine the expectations of employers in the machine tool technology field.



MACHINE TOOL TECHNOLOGY DIPLOMA/CERTIFICATE OPTIONS

| Course Number | Course Title | Lecture | Lab | Total Credit Hrs. |
|---|---|---|---|---|
| MTTC 1110 | Orientation and Safety | 1 | 0 | 1 |
| MTTC 1130 | Blueprint Reading | 3 | 0 | 3 |
| MTTC 1210 | Machine Shop Theory I | 4 | 0 | 4 |
| MTTC 1231 | Benchwork/Drill Press | 0 | 4 | 4 |
| | **TCA Shop Hand (12)** | | | **12** |
| APMA 1010 | General Mathematics | 3 | 0 | 3 |
| MTTC 1310 | Machine Shop Theory II | 6 | 0 | 6 |
| MTTC 1341 | Basic Lathe | 0 | 6 | 6 |
| MTTC 1410 | Machine Shop Theory III | 6 | 0 | 6 |
| MTTC 1441 | Basic Mill | 0 | 3 | 3 |
| | **CTS Machine Operator (36)** | | | **24** |
| MTTC 2531 | Precision Grinding/Form Shaping | 0 | 2 | 2 |
| MTTC 2631 | Advance Machining | 0 | 6 | 6 |
| | **CTS Machine Shop Technician (44)** | | | **8** |
| CPLT 1000 | Computer Literacy | 3 | 0 | 3 |
| MTTC 2710 | CNC | 3 | 0 | 3 |
| MTTC 2711 | CNC Lab | 0 | 2 | 2 |
| CLCR 2000 | Career Development | 2 | 0 | 2 |
| | **TD Machine Tool Technology (54)** | | | **10** |

**CIP Code:** 480501
**Total Clock Hrs.:** 1,155

**ELECTIVE COURSES:**

**MTTC 2991-SPECIAL PROJECTS I.** An elective course provided for specialized training or concentration in targeted areas of machine tool technology. This course also serves as a companion course with other educational institutions' courses in which Fletcher has articulation agreements.

**MTTC 2993-SPECIAL PROJECTS II.** An elective course provided for specialized training or concentration in targeted areas of machine tool technology. This course also serves as a companion course with other educational institutions' courses in which Fletcher has articulation agreements.

**MTTC 2995-SPECIAL PROJECTS III.** An elective course provided for specialized training or concentration in targeted areas of machine tool technology. This course also serves as a companion course with other educational institutions' courses in which Fletcher has articulation agreements.

# MARINE DIESEL ENGINE TECHNICIAN DIPLOMA/CERTIFICATE OPTIONS

**DEPARTMENT:** Service Technology

**PROGRAM DESCRIPTION:** The Marine Diesel Engine Technician Program provides specialized classroom instruction and practical shop experience to prepare individuals for employment as job entry-level marine diesel engine technicians. The program prepares the individual to safely use hand and power tools and lifting and rigging equipment in a marine environment. The content of the course includes, but is not limited to, diesel engine theory of operation, marine transmission repair, hydraulics, electronics, and welding. This includes all engine systems such as fuel, air, coolant, lubrication, etc. Shop training includes overhaul of complete engines and their component systems, marine transmission repair, hydraulic system repair, and welding. Marine engine integration into the vessel and systems operation is included in the training. The instruction also includes the use of technical manuals, preventive maintenance procedures, communication, employability skills, and safe and efficient work practices.

**PROGRAM COORDINATOR:** Dwain Pangle

**SPECIAL COMMENTS:** All diesel courses must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements.

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive a diploma or a certificate.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Marine Diesel Engine Technician Diploma Program will be able to:

1. safely use hand and power tools as well as lifting and rigging equipment in a marine environment.
2. describe the theory of operation of a diesel engine and marine transmission.
3. describe the various engine systems such as fuel, air, coolant, and lubrication.
4. disassemble and assemble diesel engines, marine transmissions, and components.
5. disassemble and repair basic hydraulic system components.
6. perform basic welding and cutting skills.
7. read and utilize technical manuals and computers to access information and explain repair procedures.



MARINE DIESEL ENGINE TECHNICIAN DIPLOMA/CERTIFICATE OPTIONS

| Course Number | Course Title | Lecture | Lab | Total Credit Hrs. |
|---|---|---|---|---|
| DESL 1120 | Safety Skills and Intro to Diesel Engines | 2 | 1 | 3 |
| DESL 1130 | Diesel Engine Identification and Operating Principles | 2 | 2 | 4 |
| DESL 1140 | Engines | 1 | 3 | 4 |
| DESL 1150 | Engine Diagnostics | 1 | 2 | 3 |
| | **TCA Diesel Engine Mechanic Apprentice (14)** | | | **14** |
| DESL 1210 | Basic Diesel Electrical Systems | 2 | 1 | 3 |
| DESL 1220 | Advanced Diesel Electrical Systems | 2 | 1 | 3 |
| DESL 1231 | Diesel Engine Control Systems | 1 | 2 | 3 |
| DESL 1240 | Diesel Engine Fuel Systems | 1 | 2 | 3 |
| DESL 1500 | Basic Hydraulics | 2 | 1 | 3 |
| | **CTS Diesel Engine Mechanic (29)** | | | **15** |
| DESL 2500 | Advanced Hydraulics | 1 | 2 | 3 |
| MDET 2210 | Engine Mounting and Alignment | 2 | 1 | 3 |
| MDET 2310 | Marine Air Intake and Exhaust Systems | 0 | 1 | 1 |
| MDET 2220 | Drive Systems | 2 | 1 | 3 |
| MDET 2230 | Gears and Engine Couplings | 2 | 2 | 4 |
| MDET 2320 | Marine Cooling Systems | 0 | 1 | 1 |
| MDET 2700 | Diesel Engines and the Vessel | 4 | 0 | 4 |
| MWLD 2230 | Basic Welding for Mechanics | 1 | 1 | 2 |
| CLCR 2000 | Career Preparation | 2 | 0 | 2 |
| | **TD Marine Diesel Engine Technician (52)** | | | **23** |

**CIP Code:** 470605
**Total Clock Hrs.:** 1,185

# MARINE OPERATIONS

**DEPARTMENT:** Marine Operations

**PROGRAM DESCRIPTION:** The Marine Operations Program provides specialized classroom instruction and practical training to prepare students to obtain various documents, licenses, and endorsements issued by the U. S. Coast Guard (USCG) and the Federal Communications Commission (FCC). These credentials are required for a variety of jobs in the field of marine operations. The program prepares individuals to obtain credentials for employment on inland, near-coastal, and ocean-going vessels. It also assists individuals who wish to upgrade their credentials. The program provides instruction in subjects associated with marine safety, including seamanship, emergency procedures, communications, navigation, watch keeping, and maritime law. The program emphasizes safe and efficient work practices and basic occupational skills. Program content is organized into competency-based courses that the student must successfully complete. These occupational competencies are derived from industry and certification standards. They are essential to achieving success in the marine industry. The Marine Operations Program is comprised of individual programs related to a specific certification in the marine industry. For licensing and/or certification, students must meet certain requirements, which include proof of age and U. S. citizenship, character references, documentation of work experience on vessels, and physical standards including drug screens.

**MARINE OPERATIONS NON-DEGREE ADMISSION REQUIREMENTS:** To be considered for Marine Operation Course(s), an applicant must:

1. Submit a completed application to the LAMPI Facility.
2. Applicants are screened on a case-by-case basis for entry into marine courses by marine faculty. Placement in a course may be determined by one or more of the following:
   Sea time, sea experience, licensure(s), certification(s), and/or written correspondence regarding related work experience.

**PROGRAM COORDINATOR:** Gale Williamson

**PROGRAM INSTRUCTORS:** Kenneth Bruce, Timothy Torrance, Gale Williamson

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the desired course(s) in the Marine Operations Program will be able to:

1. successfully demonstrate, discuss, and/or apply specific competencies that are derived from industry and USCG certification standards essential to achieving success in the marine industry.
2. meet requirements in individual programs related to a specific certification in the marine industry.



MARINE OPERATIONS

| Course Number | Course Title | Course Length | Clock Hours | Coast Guard Approved Length |
|---|---|---|---|---|
| MRNE 1010 | Master 100 tons | 15 days | 101 | 90.5 clock hrs |
| MRNE 1110 | Upgrade Master 100 tons to Master 200 tons | 10 days | 70 | 39 clock hrs |
| MRNE 1120 | Master/Mate 200 tons, Near Coastal or Inland | 17 days | 119 | 106.5 clock hrs |
| MRNE 1150 | Master of Towing (Apprentice Mate) | 15 days | 106 | 102 clock hrs |
| MRNE 1160 | OUPV – Operator of Uninspected Passenger Vessels | 15 days | 65 | 65 clock hrs |
| MRNE 1220 | Celestial Navigation | 15 days | 90 | 84 clock hrs |
| MRNE 1230 | Able-bodied Seaman (All Categories) | 6 days | 48 | 44 clock hrs |
| MRNE 1320 | Proficiency in Survival Craft | 4 days | 30 | 30 clock hrs |
| MRNE 1340 | Rules of the Road | 3 days | 19 | 19 clock hrs |
| MRNE 1370 | Marine Radio Operator Permit/GMDSS | 1 day | 8 | 8 clock hrs |
| MRNE 1380 | Visual Communications (Flashing Light) | 2 days | 15 | 12 clock hrs |
| MRNE 1390 | Radar Observer Unlimited | 5 days | 40 | 40 clock hrs |
| MRNE 1391 | Radar Observer Recertification (Unlimited) | 1 day | 8 | 8 clock hours |
| MRNE 1400 | ARPA | 5 days | 40 | 32 clock hrs |
| MRNE 1510 | STCW – Basic Safety Training | 5 days | 40 | 40 clock hrs |
| MRNE 1511 | Personal Survival Techniques (STCW) | 1.5 days | 12 | 12 clock hrs |
| MRNE 1512 | Personal Safety and Social Responsibility (STCW) | .5 days | 4 | 4 clock hrs |
| MRNE 1513 | First Aid and CPR (STCW) | 1 day | 8 | 8 clock hrs |
| MRNE 1514 | Basic Firefighting (STCW) | 2 days | 16 | 16 clock hrs |
| MRNE 1515 | Fishing Vessel Drill Instructor | 1 day | 8 | 8 clock hrs |
| MRNE 2010 | 500 GT Mate | Self-paced | 100 | N/A |
| MRNE 2020 | 500 GT Master | Self-paced | 100 | N/A |
| MRNE 2030 | 1600 GT Mate | Self-paced | 100 | N/A |
| MRNE 2040 | 1600 GT Master | Self-paced | 100 | N/A |
| MRNE 2100 | 3rd Mate Unlimited | Self-paced | 100 | N/A |
| MRNE 2200 | 2nd Mate Unlimited | Self-paced | 100 | N/A |

**CIP Code:** 49030

# NAUTICAL SCIENCE
# ASSOCIATE OF APPLIED SCIENCE

**DIVISION:** Marine Operations

**PROGRAM DESCRIPTION:** The Nautical Science Program is designed to serve individuals with no maritime experience and the professional mariner either through the degree option or the certificate option. The Nautical Science Associate of Applied Science degree requires completion of sixty (60) credit hours. Graduates of the degree program will be able to successfully demonstrate, discuss, and/or apply specific competencies that are derived from industry and the U.S. Coast Guard (USCG) certification standards essential to achieving success in the marine industry. The program will offer individuals who already possess USCG licenses an opportunity to receive up to twenty-two (22) hours of credit in the Core Competencies (Component II), depending upon experience and licenses. Students will be required to take the general education and advanced topic courses. Students will be able to select advanced courses to suit their occupational objectives. A high school diploma or GED is required to enroll in the associate degree program.

The Nautical Science certificate option provides two exit points for the student. Upon completion of thirteen (13) credit hours, students are prepared to work as Incipient Mariners. Students may earn a Certificate of Technical Studies upon completion of twenty-two (22) credit hours. Some credits from the certificate program can be used towards the associate degree program.

**PROGRAM COORDINATOR:** TBA

**PROGRAM INSTRUCTORS:** Kenneth Bruce, Timothy Torrance, Gale Williamson

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive a associate degree.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Nautical Science Associate Degree Program will be able to:

1. perform basic mathematical functions used to solve marine related problems.
2. communicate effectively using the written and spoken English language to produce clear, concise, and coherent documents and demonstrations relevant to the marine industry.
3. meet the student learning outcomes associated with the general education core courses required in all Fletcher associate of applied science programs.
4. demonstrate seamanship, survival, safety, and navigational skills and sea-time experience as required in Component II of the curriculum.
5. meet the requirements in individual advanced nautical courses related to a specific USCG certification in the marine industry.
6. successfully demonstrate, discuss, and/or apply specific competencies that are derived from industry and USCG certification standards essential to achieving success in the marine industry.



NAUTICAL SCIENCE
ASSOCIATE OF APPLIED SCIENCE

| Course Number | Course Title | Lecture | Lab | Total Credit Hrs. |
|---|---|---|---|---|
| **Component I – General Education Courses** | | | | |
| MATH 1100 | College Algebra | 3 | 0 | 3 |
| ENGL 1010 | English Composition I (GER) | 3 | 0 | 3 |
| | Approved Mathematics (GER) | 3 | 0 | 3 |
| | Approved Social Science (GER) | 3 | 0 | 3 |
| | Approved Humanities (GER) | 3 | 0 | 3 |
| | Approved Science (GER) | 3 | 0 | 3 |
| | Approved Computer Literacy | 3 | 0 | 3 |
| | | | | **21** |
| **Component II – Core Competencies** | | | | |
| (Credit for some core competencies may be awarded for 100-ton master license.) | | | | |
| NAUT 1110 | Seamanship 1 (Rules of the Road) | .5 | .5 | 1 |
| NAUT 1120 | Seamanship 2 (General Navigation) | 3 | 2 | 5 |
| NAUT 1130 | Seamanship 3 (General Deck and Safety) | 3 | 1 | 4 |
| NAUT 1750 | Seamanship Experience | | | 12 |
| (See certificate information for alternate options for completing core competencies.) | | | | |
| | | | | **22** |
| **Component III – Electives** | | | | |
| (Student must complete 17 credit hours from the list of nautical science courses; this is only a partial list of courses.) | | | | |
| NAUT 1400 | Basic Safety Training | 1 | .5 | 1.5 |
| NAUT 1500 | Radar Navigation | 1 | .5 | 1.5 |
| NAUT 2100 | ARPA | .5 | .5 | 1 |
| NAUT 2200 | Bridge Resources Management | .5 | 0 | .5 |
| NAUT 2300 | Advanced Firefighting | 1 | .5 | 1.5 |
| NAUT 2350 | Emergency Medical Care | 1 | .5 | 1.5 |
| NAUT 2400 | River Piloting and Navigation | 1 | 2 | 3 |
| NAUT 2450 | Marine Meteorology | 1.5 | 0 | 1.5 |
| NAUT 2500 | Vessel Construction | 1 | .5 | 1.5 |
| NAUT 2550 | Ship Power Plants | 2 | 0 | 2 |
| NAUT 2600 | Celestial Navigation | 2 | 1.5 | 3.5 |
| NAUT 2610 | Terrestrial Navigation | 1 | .5 | 1.5 |
| NAUT 2620 | Coastal Navigation | .5 | 1 | 1.5 |
| NAUT 2720 | Maritime Law | 1 | .5 | 1.5 |
| NAUT 2800 | Cargo Operations | 1 | .5 | 1.5 |
| NAUT 2900 | Principles of Logistics and Transportation | .5 | 1 | 1.5 |
| | **AAS Nautical Science (60)** | | | **17** |

**CIP Code:** 490309
**Total Clock Hrs.:** 2,220

# NAUTICAL SCIENCE
# CERTIFICATE OPTIONS

**DIVISION:** Marine Operations

**PROGRAM DESCRIPTION:** The Nautical Science Program certificate option provides two exit points for the student. Upon completion of thirteen (13) credit hours, students are prepared to work as incipient mariners. Students may earn a certificate of technical studies in basic seamanship upon completion of twenty-two and one-half (22.5) credit hours. Some credits from the certificate program can be used towards the associate degree program.

**PROGRAM COORDINATOR:** TBA

**PROGRAM INSTRUCTORS:** Kenneth Bruce, Timothy Torrance, Gale Williamson

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive a certificate.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Nautical Science certificate option will be able to:

1. perform basic mathematical functions used to solve marine related problems.
2. communicate effectively using the written and spoken English language to produce clear, concise, and coherent documents and demonstrations relevant to the marine industry.
3. meet the student learning outcomes associated with the general education core courses required in all Fletcher associate of applied science programs.
4. demonstrate seamanship, survival craft, safety, navigation training and sea-time experience as required in Component II of the curriculum.
5. meet the requirements in individual advanced nautical programs related to a specific USCG certification in the marine industry
6. successfully demonstrate, discuss, and/or apply specific competencies that are derived from industry and USCG certification standards essential to achieving success in the marine industry.



NAUTICAL SCIENCE
CERTIFICATE OPTIONS

| Course Number | Course Title | Lecture | Lab | Total Credit Hrs. |
|---|---|---|---|---|
| **Phase I** | | | | |
| NAUT 1010 | Orientation | | | |
| NAUT 1050 | Basic Seamanship | 1 | .5 | 1.5 |
| NAUT 1100 | Lines and Line Handling | 1 | .5 | 1.5 |
| NAUT 1214 | Towing Operations | 1 | .5 | 1.5 |
| NAUT 1040 | Deck Operations and Crew Responsibilities | 1 | .5 | 1.5 |
| NAUT 1400 | Basic Safety Training | 1 | .5 | 1.5 |
| NAUT 1060 | Basic Engineering | 1 | .5 | 1.5 |
| NAUT 1790 | Internship I (6 weeks) | | | 4.0 |
| | **TCA Incipient Mariner (13)** | | | **13** |
| **Phase II** | | | | |
| NAUT 1211 | Rules of the Road I | .5 | 0 | .5 |
| NAUT 1212 | General Deck and Safety I | 1.5 | 0 | 1.5 |
| NAUT 1412 | General Deck and Safety II | 1.5 | 0 | 1.5 |
| NAUT 1213 | Navigation General I | .5 | 0 | .5 |
| NAUT 1305 | Tankerman | 1.5 | .5 | 2.0 |
| NAUT 1070 | Small Boat Handling and PSC/Lifeboatman | 1 | .5 | 1.5 |
| NAUT 1200 | Able-Bodied Seamanship | 1.5 | .5 | 2.0 |
| | **CTS Basic Seamanship (22.5)** | | | **9.5** |

**CIP Code:** 490309
**Total Clock Hrs.:** 569

# NURSE ASSISTANT
# TECHNICAL COMPETENCY AREA CERTIFICATE

**DEPARTMENT:** Allied Health

**PROGRAM DESCRIPTION:** This program prepares students for employment in long-term care facilities, home health agencies, and hospitals where basic bedside nursing care is needed. Classroom instruction includes an introduction to health care, basic nursing skills, body structure and function, and infection control. Students participate in clinical activities under the supervision of the instructor. All OBRA Skill Standards are included in this competency-based curriculum. Upon completion of the program, the student is qualified for certification and employment in the areas of long-term, home health, and acute care.

**PROGRAM COORDINATOR:** Janie Cypret, LPN, ASPT Certified

**CLINICAL SITES:** The Oaks of Houma, Chateau Terrebonne, and Maison de Ville Nursing Home

**SPECIAL COMMENTS:** All courses in the Nurse Assistant Program must be completed with a grade of C or higher.

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive a technical competency area certificate.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Nurse Assistant Program will be able to:

1. demonstrate basic nursing skills while maintaining infection control and safety standards.
2. perform cardiopulmonary resuscitation (CPR).
3. demonstrate basic personal care skills for the client.
4. demonstrate basic mental health and social service needs by modifying his/her own behavior in response to residents' or clients' behavior.
5. demonstrate skills which incorporate principles of restorative nursing, including the use of assistive devices.
6. demonstrate behavior which maintains residents' or clients' rights including but not limited to providing privacy and maintenance of confidentiality and allowing clients to make personal choices to accommodate individual needs when possible, and providing care which maintains the client free from abuse.



**NURSE ASSISTANT ADMISSION REQUIREMENTS:** To be considered for the Nurse Assistant Program, an applicant must:

1. submit completed application with the $10 application fee.
2. submit official copies of ACT or COMPASS scores and official copies of transcripts of all college work to Admission Office.
3. satisfactorily complete one of three categories for admission before qualifying to submit an application. These admission categories will include:
   a. Achieve ACT score of: Reading 13 OR
   b. Achieve COMPASS score of: Reading 60 OR
   c. Combine test scores with official transcript(s) to meet required eligibility (eligible for placement out of DVRE 0910).
4. be physically and emotionally able to meet the requirements of the program as determined by a qualified physician.

## NURSE ASSISTANT
## TECHNICAL COMPETENCY AREA

| Course Number | Course Title | Lecture | Lab | Total Credit Hrs. |
|---|---|---|---|---|
| HIHC 1110 | Introduction to Health Care | 2 | 0 | 2 |
| NBAP 1120 | Basic Body Structure and Function | 2 | 0 | 2 |
| NRSA 1140 | Skills for Nurse Assistants | 3 | 2 | 5 |
| HIHC 1160 | Professionalism for Healthcare Providers | 1 | 0 | 1 |
| | **TCA Nurse Assistant (10)** | | | **10** |

**CIP Code:** 511614
**Total Clock Hrs.:** 210

# NURSING
# ASSOCIATE OF SCIENCE

**DEPARTMENT:** Nursing

**PROGRAM DESCRIPTION:** The Associate of Science Degree in Nursing Program consists of both classroom instruction and supervised clinical activities to prepare the student to take the National Council Licensing Exam for Registered Nurses (NCLEX-RN) given by the National Council of State Boards of Nursing. The program incorporates course work identified as essential to the practice of the registered nurse. Classroom instruction includes the integration of the following material: human anatomy and physiology, microbiology, nutrition, nursing concepts, nursing care, pharmacology and clinical activities in accredited hospitals and health care facilities.

The program is approved by the Louisiana State Board of Nursing. Upon graduation, the student is eligible to take the licensure examination administered by the National Council of State Boards of Nursing. The student must pass the national exam to become a Registered Nurse (RN).

**PROGRAM COORDINATOR:** Dr. Adrienne Bethancourt , D.N.S., M.S.N., B.S.N.

**PROGRAM INSTRUCTORS:** Sonia Fanguy Clarke, M.S.N., R.N.; Darla Patrick, M.S.N., R.N.; Kim Theriot, M.S.N., R.N.; Sharon Bour, M.S.N., R.N.; Debra Gagnard, M.S.N., R.N.

**CLINICAL SITES:** Bayou Pediatrics, Terrebonne General Medical Center, Gulf States LTAC of Houma, Leonard J. Chabert, Cardiovascular Institute of the South, St. Anne Behavioral Unit, Haydel Medical Surgical Clinic, Compass Psychiatric Specialties, Oceans Behavior Hospital-Greater New Orleans

**SPECIAL COMMENTS:** All courses in the Nursing program must be completed with a grade of C or higher.

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive a degree.

**STUDENT LEARNING OUTCOMES:** Students who complete the Associate of Science in Nursing Program will be able to:

1. demonstrate principles of critical thinking and therapeutic communication, verbal, and non-verbal, written, and/or informational technology when interacting with the client and significant support person(s), to assist clients to cope with change, develop more satisfying interpersonal relationships and integrate new knowledge and skills and achieve positive client outcomes.
2. perform on-going holistic assessments, including physical, developmental, emotional, psychosocial, cultural, spiritual and functional status to establish baselines for future comparisons thereby creating individualized plans of care.
3. implement clinical decision-making skills to provide the foundation for an individualized plan of care that assures safe, accurate care that moves the client and support person(s) toward positive outcomes.
4. utilize caring interventions based on knowledge and understanding of the natural and behavioral sciences, nursing theory, nursing research and past experiences.
5. evaluate a plan of care with the client, support person(s) and other members of the health care team to promote and maintain health and reduce risk utilizing the teaching/learning process.
6. collaborate with the client, significant support person(s), peers, other members of the health care team and community agencies in planning, decision-making, problem solving, goal setting and assumption of responsibilities to provide cost effective health care and positive client outcomes.
7. practice within the regulatory framework of nursing practice governed by professional, legal and ethical standards.
8. analyze effective management skills to enhance the process of planning, organizing, directing and controlling care for the client and support person(s).

**NURSING ADMISSION REQUIREMENTS:** To be considered for the Nursing Program, an applicant must:

1. submit completed application with the $10 application fee.
2. submit official copies of ACT or COMPASS scores and official copies of transcripts of all college work to Admission Office.
3. satisfactorily complete one of three categories for admission before qualifying to submit an application. These admission categories will include:
   a. Achieve ACT scores of: Reading 18, English 18, and Math 20 OR
   b. Achieve COMPASS scores of: Reading 79, Writing 68, and Algebra 51 OR
   c. Combine test scores with official transcript(s) to meet required eligibility.
4. be a high school graduate, or GED equivalent, with documentation.
5. be drug free upon random testing.

To be considered for clinicals, an applicant must:

1. follow the ASN Clinical Admission Guide for the year he/she is applying for clinicals. A clinical class is expected to begin every year in the spring semester.
2. make separate application with the $10 application fee to the ASN clinical program. All applicants for clinicals must complete an application for admission.
3. submit complete ASN Clinical Checklist (available in the ASN Clinical Admission Guide).
4. be a high school graduate, or GED equivalent, with documentation.
5. be physically and emotionally able to meet the requirements of the program as determined by a qualified physician.
6. achieve a minimum NLN-PAX RN score of at least 100.
7. complete 27 hours of prerequisite coursework with a "C" or better (anatomy and physiology lecture and lab I & II*, college algebra, statistics*, English Composition I & II, computer literacy*, life span & developmental psychology, and microbiology*).
8. be drug free upon random testing.

* Anatomy & physiology lecture and lab II, statistics, computer literacy, and microbiology must have been taken within 7 years from the anticipated date of enrollment into clinicals.

**SELECTION PROCESS FOR CLINICALS:** Applicants into the ASN Clinical Program are admitted using a formula. Details regarding this process and formula are located in the ASN Clinical Admission Guide on Fletcher's website (www.ftcc.edu). The formula includes: NLN-PAX-RN score, GPA of nursing prerequisites, amount of prerequisite coursework completed at Fletcher, repeated courses, and if the applicant is a current LPN in good standing. Applicants into the ASN Clinical Program do not have to be a LPN. Once the formula is calculated on each applicant, the total scores are ranked. Approximately 30 students are accepted into the clinical program each year in the fall; applicants are notified of their acceptance in writing approximately one month after the application deadline. Additional information for the ASN clinical application and selection process is included in the ASN Admission Guide.



# NURSING
# ASSOCIATE OF SCIENCE

| Course Number | Course Title | Lecture | Lab | Total Cr. Hrs. |
|---|---|---|---|---|
| **Prerequisite Courses (Courses that must be completed prior to entering NURS courses.)** | | | | |
| BIOL 1140 | Human Anatomy and Physiology I (GER) | 3 | 0 | 3 |
| BIOL 1150 | Human Anatomy and Physiology I Lab | 0 | 1 | 1 |
| BIOL 1160 | Human Anatomy and Physiology II* (GER) | 3 | 0 | 3 |
| BIOL 1170 | Human Anatomy and Physiology II Lab* | 0 | 1 | 1 |
| BIOL 2030 | Microbiology* | 3 | 0 | 3 |
| ENGL 1010 | English Composition I (GER) | 3 | 0 | 3 |
| ENGL 1020 | English Composition II (GER) | 3 | 0 | 3 |
| MATH 1100 | College Algebra (GER) | 3 | 0 | 3 |
| MATH 2100 | Elementary Statistics* (GER) | 3 | 0 | 3 |
| PSYC 2120 | Life Span Developmental Psychology (GER) | 3 | 0 | 3 |
| | Approved Computer Literacy | 1 | 0 | 1 |
| | ***Refer to the ASN Admission Guide. Time limits apply to these credits.** | | | **27** |
| **Semester 1 (Fall)** | | | | |
| APMA 1160 | Medical Math | 2 | 0 | 2 |
| NURS 1070 | Nursing Concepts and Practice | 2 | 1 | 3 |
| NURS 1080 | Health Assessment for Nurses | 2 | 1 | 3 |
| NURS 1090 | Pharmacology | 2 | 1 | 3 |
| HSCI 1060 | Applied Nutrition | 2 | 0 | 2 |
| | | | | **13** |
| **Semester 2 (Spring)** | | | | |
| NURS 1300 | Nursing Care of the Adult with Health Alternations I | 4 | 2 | 6 |
| PHIL 2715 | Bioethics | 3 | 0 | 3 |
| | Fine Arts Elective | 3 | 0 | 3 |
| | | | | **12** |
| **Semester 3 (Fall)** | | | | |
| NURS 2300 | Nursing Care of the Adult with Health Alterations II | 3 | 4 | 7 |
| NURS 2740 | Nursing Care of the Client with Alterations in Mental Health | 3 | 1 | 4 |
| NURS 2800 | Issues in Nursing and Health Care | 1 | 0 | 1 |
| | | | | **12** |
| **Semester 4 ( Spring)** | | | | |
| NURS 2760 | Nursing Care of Women and Newborns | 3 | 1 | 4 |
| NURS 2780 | Nursing Care of the Child | 3 | 1 | 4 |
| | **AS Nursing (72)** | | | **8** |

**CIP Code:** 511601
**Total Clock Hours:** 1515

# OFFICE SYSTEMS TECHNOLOGY
# ASSOCIATE OF APPLIED SCIENCE

**DEPARTMENT:** Business and Information Systems

**PROGRAM DESCRIPTION:** The Office Systems Technology Program provides specialized classroom instruction and practical experience to prepare students for employment or to provide supplemental training for persons previously or currently employed. This program prepares individuals to perform the duties of special assistants for business executives and top management. It includes instruction in business communications, public relations, scheduling and travel management, conference and meeting recording, report preparation, office equipment and procedures, office supervisory skills, professional standards, and legal requirements.

**PROGRAM COORDINATOR:** Michelle Votaw

**PROGRAM INSTRUCTORS:** Susan Guerrero, Arnold Watson, Faye Williams

**SPECIAL COMMENTS:** All business courses in the office systems curriculum must be completed with a grade of C or higher. A grade of D or higher is acceptable in general education courses and electives unless the course will be used for transfer or as a prerequisite to another course.

**Note:** Generally, only courses with a grade of C or higher will be considered when transferring courses to Fletcher. However, if a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will follow the guidelines stated above.

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive an associate degree.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Office Systems Technology Associate Degree Program will be able to:

1. apply accounting terminology, prepare and analyze financial documents, and demonstrate simple payroll procedures.
2. use computers to create paper and electronic documents, organize spreadsheets, access, retrieve, and communicate information.
3. communicate effectively using the written English language to produce clear, concise, and coherent documents.
4. demonstrate interview techniques, resume writing skills, locate employment resources and determine the expectations of employers.
5. transcribe mailable documents.
6. figure basic mathematical functions used to solve business-related problems.
7. demonstrate administrative office procedures emphasizing safe, efficient working environments.
8. use computer keyboards including basic to advanced keyboarding concepts.



OFFICE SYSTEMS TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE

| Course Number | Course Title | Lecture | Lab | Total Credit Hrs. |
|---|---|---|---|---|
| **Semester 1** | | | | |
| ACCT 1100 | Principles of Accounting, Part I | 3 | 0 | 3 |
| ENGL 1010 | English Composition I (GER) | 3 | 0 | 3 |
| CPTR 1100 | Intro to Computers | 3 | 0 | 3 |
| APMA 1030 | Business Math | 3 | 0 | 3 |
| KYBD 1110 | Introduction to Keyboarding | 1 | 2 | 3 |
| | | | | **15** |
| **Semester 2** | | | | |
| ACCT 1200 | Principles of Accounting, Part II | 3 | 0 | 3 |
| KYBD 1210 | Intermediate Keyboarding | 1 | 2 | 3 |
| BUSI 1050 | Business Correspondence | 3 | 0 | 3 |
| CINS 1450 | Basic Word Processing | 3 | 0 | 3 |
| MATH 1100 | College Algebra (GER) | 3 | 0 | 3 |
| | | | | **15** |
| **Semester 3** | | | | |
| KYBD 1310 | Advanced Keyboarding | 1 | 2 | 3 |
| CINS 1300 | Introduction to Spreadsheets | 3 | 0 | 3 |
| CINS 1310 | Introduction to Database Management | 3 | 0 | 3 |
| CINS 1550 | Advanced Word Processing | 3 | 0 | 3 |
| | Approved Behavior/Social Science (GER) | | | 3 |
| | Approved Natural/Physical Science (GER) | | | 3 |
| | | | | **18** |
| **Semester 4** | | | | |
| MACH 1350 | Introduction to Machine Transcription | 3 | 0 | 3 |
| OSYS 2530 | Office Procedures | 3 | 0 | 3 |
| CINS 1650 | Desktop Publishing | 3 | 0 | 3 |
| BUSI 2450 | Job Seeking Skills | 2 | 0 | 2 |
| | Approved Elective | | | 3 |
| | Approved Humanities (GER) | | | 3 |
| | **AAS Office Systems Technology (65)** | | | **17** |

**CIP Code:** 520401
**Total Clock Hrs.:** 1,065

**APPROVED ELECTIVES:**
Any business course not required within the curriculum except KYBD1001
SPCH 1200
MATH 2010
PSYC 2120 or 2010 if not used as social science requirement
SOCL 2010 or 2020
Any course approved by department head

# OFFICE SYSTEMS TECHNOLOGY CERTIFICATE OPTIONS

**DEPARTMENT:** Business and Information Systems

**PROGRAM DESCRIPTION:** The Office Systems Technology Program provides specialized classroom instruction and practical experience to prepare students for employment or to provide supplemental training for persons previously or currently employed. This program prepares individuals to perform the duties of special assistants for business executives and top management. It includes instruction in business communications, public relations, scheduling and travel management, conference and meeting recording, report preparation, office equipment and procedures, office supervisory skills, professional standards, and legal requirements.

**PROGRAM COORDINATOR:** Michelle Votaw

**PROGRAM INSTRUCTORS:** Susan Guerrero, Arnold Watson, Faye Williams

**SPECIAL COMMENTS:** All business courses in the office systems curriculum must be completed with a grade of C or higher. A grade of D or higher is acceptable in general education courses and electives unless the course will be used for transfer or as a prerequisite to another course.

**Note:** Generally, only courses with a grade of C or higher will be considered when transferring courses to Fletcher. However, if a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will follow the guidelines stated above.

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive certificate.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Office Systems Technology Diploma Program will be able to:

1. apply accounting terminology, prepare and analyze financial documents, and demonstrate simple payroll procedures.
2. use computers to create paper and electronic documents, organize spreadsheets, access, retrieve, and communicate information.
3. communicate effectively using the written English language to produce clear, concise, and coherent documents.
4. demonstrate interview techniques, resume writing skills, locate employment resources and determine the expectations of employers.
5. transcribe mailable documents.
6. figure basic mathematical functions used to solve business-related problems.
7. demonstrate administrative office procedures emphasizing safe, efficient working environments.



# OFFICE SYSTEMS TECHNOLOGY CERTIFICATE OPTIONS

| Course Number | Course Title | Lecture | Lab | Total Credit Hrs. |
|---|---|---|---|---|
| **Semester 1** | | | | |
| ACCT 1100 | Principles of Accounting, Part I | 3 | 0 | 3 |
| ENGL 1010 | English Composition I | 3 | 0 | 3 |
| CPTR 1100 | Intro to Computers | 3 | 0 | 3 |
| KYBD 1110 | Introduction to Keyboarding | 1 | 2 | 3 |
| | **TCA General Clerk (12)** | | | |
| | **12** | | | |
| **Semester 2** | | | | |
| ACCT 1200 | Principles of Accounting, Part II | 3 | 0 | 3 |
| KYBD 1210 | Intermediate Keyboarding | 1 | 2 | 3 |
| APMA 1030 | Business Math | 3 | 0 | 3 |
| CINS 1450 | Basic Word Processing | 3 | 0 | 3 |
| | **CTS Office Assistant (24)** | | | |
| | **12** | | | |
| **Semester 3** | | | | |
| KYBD 1310 | Advanced Keyboarding | 1 | 2 | 3 |
| CINS 1300 | Introduction to Spreadsheets | 3 | 0 | 3 |
| CINS 1310 | Introduction to Database Management | 3 | 0 | 3 |
| BUSI 1050 | Business Correspondence | 3 | 0 | 3 |
| CINS 1550 | Advanced Word Processing | 3 | 0 | 3 |
| | **CTS Word Processor Operator (39)** | | | **15** |
| | Eligible for Certification Core/Proficient MOUS | | | |

**CIP Code:** 520401
**Total Clock Hrs.:** 675

**APPROVED ELECTIVES:**
Any business course not required within the curriculum except KYBD1001
SPCH 1200
MATH 2010
PSYC 2120 or 2010 if not used as social science requirement
SOCL 2010 or 2020
Any course approved by department head

# PHLEBOTOMY
# TECHNICAL COMPETENCY AREA CERTIFICATE

**DEPARTMENT:** Allied Health

**PROGRAM DESCRIPTION:** The Phlebotomy Program provides specialized classroom instruction and practical laboratory experience to prepare students for employment in the health care field. The program prepares students for employment in hospitals, long-term care facilities, and home health agencies where venipuncture is needed. Classroom instruction includes basic venipuncture skills, basic anatomy and physiology, and infection control. Students also participate in clinical activities in a hospital under the direct supervision of an instructor and preceptor.

**PROGRAM ACCREDITATION:** The Phlebotomy Program achieved Approval Status in the Fall 2005 with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr Avenue, Suite 670, Chicago, Illinois, 60631, phone (773) 714-8880, website: http://naacls.org.

**PROGRAM COORDINATOR:** Janice Twiddy, R.N., B.S.N., ASPT Certified

**CLINICAL SITES:** Terrebonne General Medical Center, and Chabert Medical Center.

**SPECIAL COMMENTS:** All courses in the Phlebotomy Program must be completed with a grade of C or higher. This program is typically offered once a year during the fall semester.

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive a technical competency area certificate.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Phlebotomy Program will be able to:

1. demonstrate knowledge of the healthcare delivery system and medical terminology.
2. demonstrate knowledge of infection control and safety.
3. demonstrate basic understanding of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems.
4. demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care.
5. demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents
6. follow standard operating procedures to collect specimens.
7. demonstrate understanding of requisitioning, specimen transport, and specimen processing.
8. demonstrate understanding of quality assurance and quality control in phlebotomy.
9. communicate (verbally and nonverbally) effectively and appropriately in the workplace.



**PHLEBOTOMY ADMISSION REQUIREMENTS:** To be considered for the Phlebotomy Program, an applicant must:

1. submit completed application with the $10 application fee.
2. submit official copies of ACT or COMPASS scores and official copies of transcripts of all college work to Admission Office.
3. satisfactorily complete one of three categories for admission before qualifying to submit an application. These admission categories will include:
   a. Achieve ACT scores of: Reading 17, English 15, and Math 13 OR
   b. Achieve COMPASS scores of: Reading 76, Writing 48, and Algebra 22 or Pre-Algebra 32
   **OR**
   c. Combine test scores with official transcript(s) to meet required eligibility (eligible for placement out of VEN 0920, DVRE 0910, and DVMA 0910).
4. be a high school graduate, or GED equivalent, with documentation.


# PHLEBOTOMY
# TECHNICAL COMPETENCY AREA CERTIFICATE


| Course Number | Course Title | Lecture | Lab | Total Credit Hrs. |
|---|---|---|---|---|
| HIHC 1110 | Introduction to Health Care | 2 | 0 | 2 |
| HPHL 1010 | Phlebotomy Principles | 2 | 1 | 3 |
| HMDT 1170 | Medical Terminology | 1 | 0 | 1 |
| HPHL 1020 | Phlebotomy Techniques | 3 | 3 | 6 |
| HIHC 1160 | Professionalism for Healthcare Providers | 1 | 0 | 1 |
| NBAP 1120 | Body Structure and Function | 2 | 0 | 2 |
| | **TCA Phlebotomy (15)** | | | **15** |

**CIP Code:** 511009
**Total Clock Hrs.:** 285

# PRACTICAL NURSING DIPLOMA

**DEPARTMENT:** Nursing

**PROGRAM DESCRIPTION:** The Practical Nursing Program consists of both classroom instruction and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies. This competency-based curriculum has been designed to implement the integrated method of teaching the competencies developed by the Louisiana Community and Technical College System Board of Supervisors and approved by the Louisiana State Board of Practical Nurse Examiners. Classroom instruction includes the integration of the following material: anatomy and physiology, microbiology, nutrition and diet therapy, documentation, communication, psychology, pharmacology, mental health, care of the adult and elderly, and maternal and child health. The program is approved by the Louisiana State Board of Practical Nurse Examiners and the Louisiana Community & Technical College System Board of Supervisors. Upon graduation, the student is eligible to take the licensure examination administered by the National Council of State Boards of Nursing. The student must pass the national exam to become a licensed practical nurse (LPN).

**PROGRAM COORDINATOR:** Dr. Adrienne Bethancourt, D.N.S., M.S.N., B.S.N.

**PROGRAM INSTRUCTORS:** Sonia Fanguy Clarke, M.S.N., R.N.; Darla Patrick, M.S.N., R.N.; Kim Theriot, M.S.N., R.N.; Sharon Bour, M.S.N., R.N.; Debra Gagnard, M.S.N., R.N.; Janice Twiddy, M.S.N., R.N.

**CLINICAL SITES:** Bayou Pediatrics, Terrebonne General Medical Center, Gulf States LTAC of Houma, Leonard J. Chabert, Cardiovascular Institute of the South, Maison D'Ville Nursing Home, St. Anne Behavioral Unit, The Oaks of Houma, Heritage Manor of Houma, Chateau Terrebonne Health Care, Haydel Medical Surgical Clinic, Compass Psychiatric Specialties, Oceans Behavior Hospital-Greater New Orleans

**SPECIAL COMMENTS:** All courses in the Practical Nursing Program must be completed with a grade of C or higher. Students who make less than an 80% in a theory course are required to repeat the associated clinical course as well as the theory course even if a passing grade was made in the clinical course. The credentials of the PN instructors have been designed for articulation or transfer of PN courses to ASN programs. Students exiting the practical nursing program with credit in HBIO 1200, HNUR 1211, and HNUR 2102 will be awarded a TCA in nursing assistant.

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive a diploma.



**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Practical Nursing Program will be able to:

1. collaborate with other health care team members to facilitate effective client care.
2. demonstrate an understanding of patient rights, confidentiality, continuity of care, informed consent, ethical practices, legal responsibilities, resource management, and team management.
3. demonstrate they can contribute to the protection of clients and health care personnel from health and environmental issues.
4. demonstrate the proper procedure to protect themselves and others from hazardous materials, infectious materials.
5. demonstrate the proper use of equipment.
6. demonstrate an understanding of safety plans, disaster plans, security plans, safety devices, error prevention, and reporting requirements.
7. demonstrate they can provide care that incorporates knowledge of expected stages of growth and development, and prevention and/or early detection of heath problems.
8. demonstrate an understanding of the aging process, developmental stages, disease prevention, family planning, health screening programs, human sexuality, self-care, data collection techniques, postpartum and newborn care.
9. demonstrate they can provide care that assists with the promotion and support of the emotional, mental, and social well being of clients.
10. demonstrate an understanding of behavioral interventions, behavioral management, coping mechanisms, crisis interventions, grief and loss, mental health and illnesses, substance abuse, abuse and neglect, violence precautions, therapeutic communication, cultural and spiritual influence on health.
11. provide comfort and assistance to clients in their activities of daily living.
12. demonstrate an understanding of assistive devices, mobility issues, non-pharmacological comfort interventions, nutrition, oral hydration, elimination, personal hygiene, and comfort care.
13. demonstrate they can properly administer medications and monitor clients receiving parenteral therapies.
14. demonstrate an understanding of medication administration, expected versus adverse effects, pharmacological actions and agents, and side effects.
15. demonstrate they can provide care that reduces the potential for clients to develop complications or health problems related to treatments, procedures or existing conditions.
16. demonstrate an understanding of human anatomy, human physiology, diagnostic tests, laboratory values, potential for alternation in body systems, potential for complications of diagnostic tests/treatments/procedures/surgery, therapeutic procedures, vital signs.
17. demonstrate they can provide care for clients with acute, chronic or life-threatening physical health conditions.
18. demonstrate an understanding of alterations of body systems, basic pathophysiology, fluid and electrolyte imbalances, medical emergencies, radiation therapy, and unexpected responses to therapies.

**PRACTICAL NURSING ADMISSION REQUIREMENTS:** To be considered for the Practical Nursing Program, an applicant must:

1. submit completed application with the $10 application fee.
2. submit official copies of ACT or COMPASS scores and official copies of transcripts of all college work to Admission Office.
3. satisfactorily complete one of two categories for admission before qualifying to submit an application. one of two categories for admission must be satisfactorily completed before a student can qualify to submit an application. These admission categories will include:
   a. *Achieve ACT scores of: Reading 19, English 17, and Math 17 OR
   b. *Achieve COMPASS scores of: Reading 82, Writing 60, and Algebra 28 OR Pre-Algebra 44
4. be at least 18 years of age.
5. be a high school graduate, or GED equivalent, with documentation.
6. must be physically and emotionally able to meet the requirements of the program as determined by a qualified physician and drug-free upon random testing.

*Minimum required scores set by the Louisiana State Board of Practical Nurse Examiners (LSBPNE) must be met in order to apply.

**SELECTION PROCESS:** Once ALL of the above is met, the applicant will be mailed a letter inviting them to the second phase of the admissions process: Psychological Services Bureau, PSB test. The applicant will be assigned a specific date and time for testing. Any student that is not present on their assigned date and time will not be allowed to move any further in the process and will have to reapply for the following year.

PSB scores will be weighted and ranked. The following weights will be assigned to each part of the PSB:

Part I: Academic Aptitude..... 25%
Part II: Spelling..... 10%
Part III: Information in the Natural Sciences..... 10%
Part IV: Judgment & Comprehension in PN Situations..... 50%
Part V: Vocational Adjustment Index..... 10%

Once all PSB tests are administered, scores will be weighted (as listed above), and all weighted parts will be combined for a total score. These scores will then be ranked, and the top total scores will be selected for the PN program. Additional information regarding the PN application and selection process is located in the PN Admission Guide.



# PRACTICAL NURSING DIPLOMA

| Course Number | Course Title | Lecture | Lab/ Clinical | Total Cr. Hrs. |
|---|---|---|---|---|
| **Semester 1** | | | | |
| HNUR 1211 | Nursing Fundamentals I | 1 | 1 | 2 |
| HMDT 1170 | Medical Terminology | 1 | 0 | 1 |
| HBIO 1200 | Anatomy & Physiology for Practical Nursing | 3 | 1 | 4 |
| HNUR 1150 | Nutrition | 2 | 0 | 2 |
| APMA 1160 | Medical Math | 2 | 0 | 2 |
| HNUR 1411 | Nursing Fundamentals II | 1 | 2 | 3 |
| | | | | **14** |
| **Semester 2** | | | | |
| HNUR 1340 | Practical Nurse Concepts | 2 | 0 | 2 |
| HNUR 1460 | Pharmacology | 2 | 1 | 3 |
| HNUR 2101 | Nursing Care Throughout the Lifespan | 2 | 0 | 2 |
| HNUR 2102 | Nursing Care Throughout the Lifespan Clinical | 0 | 1 | 1 |
| HNUR 2111 | Medical/Surgical Nursing I | 4 | 0 | 4 |
| HNUR 2112 | Medical/Surgical Nursing I Clinical | 0 | 2 | 2 |
| | | | | **14** |
| **Semester 3** | | | | |
| HNUR 2211` | Medical/Surgical Nursing II | 5 | 0 | 5 |
| HNUR 2212 | Medical/Surgical Nursing II Clinical | 0 | 3 | 3 |
| HNUR 2611 | IV Therapy | .5 | .5 | 1 |
| | | | | **9** |
| **Semester 4** | | | | |
| HNUR 2301 | Mental Health Nursing | 3 | 0 | 3 |
| HNUR 2302 | Mental Health Nursing Clinical | 0 | 1 | 1 |
| HNUR 2311 | Medical/Surgical Nursing III | 5 | 0 | 5 |
| HNUR 2312 | Medical/Surgical Nursing III Clinical | 0 | 4 | 4 |
| | | | | **13** |
| **Semester 5** | | | | |
| HNUR 2401 | Pediatric Nursing | 4 | 0 | 4 |
| HNUR 2402 | Pediatric Nursing Clinical | 0 | 1 | 1 |
| HNUR 2411 | Maternal/Neonate Nursing | 4 | 0 | 4 |
| HNUR 2412 | Maternal/Neonate Nursing Clinical | 0 | 1 | 1 |
| HNUR 2621 | Professionalism for Practical Nursing | 2 | 0 | 2 |
| | **TD Practical Nursing (62)** | | | **12** |

**CIP Code:** 511613
**Total Clock Hours:** 1,685

# RESIDENTIAL AIR CONDITIONING DIPLOMA/CERTIFICATE OPTIONS

**DEPARTMENT:** Service Technology

**PROGRAM DESCRIPTION:** The Residential Air Conditioning Program provides specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the field of residential heating, air conditioning, and refrigeration, or to provide supplemental training for persons previously or currently employed in heating, air conditioning, and refrigeration. The Residential Air Conditioning Technology Program prepares individuals to maintain the operating condition of residential heating, air conditioning, and refrigeration. This program is designed to provide flexibility to students to choose to work in the fields of heating, air conditioning, and refrigeration.

**PROGRAM COORDINATOR:** James Naquin

**PROGRAM ACCREDITATION:** HVAC Excellence

**SPECIAL COMMENTS:** All air conditioning courses must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements.

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive a certificate or diploma.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Residential Air Conditioning Diploma Program will be able to:

1. apply mathematical equations to troubleshoot, to find parameters for, and for correct installation of HVAC equipment.
2. understand computer use and operation as necessary in the HVAC field.
3. apply the principles of the refrigeration process.
4. diagram, install, and troubleshoot electrical devices and circuits as applied in the HVAC industry.
5. install and troubleshoot domestic air conditioning and refrigeration systems to meet industry standards.
6. design, troubleshoot, and correctly install residential air conditioning, gas heat, electric heat, heat pumps systems according to industry standards and practices.
7. acquire employment by being well versed in the field of HVAC and able to complete a job application including a résumé.



RESIDENTIAL AIR CONDITIONING DIPLOMA/CERTIFICATE OPTIONS

| Course Number | Course Title | Lecture | Lab | Total Credit Hrs. |
|---|---|---|---|---|
| CPLT 1010 | Computer Literacy | 0 | 1 | 1 |
| HACR 1140 | HVAC Computations | 3 | 0 | 3 |
| HACR 1150 | HVAC Introduction | 1 | 3 | 4 |
| HACR 1160 | Principles of Refrigeration I | 1 | 3 | 4 |
| HACR 1170 | Principles of Refrigeration II | 1 | 2 | 3 |
| | **TCA Helper I (15)** | | | **15** |
| HACR 1210 | Electricity I | 2 | 2 | 4 |
| HACR 1220 | Electricity II | 1 | 3 | 4 |
| HACR 1120 | Customer Relations | 2 | 0 | 2 |
| CLCR 2000 | Career Development | 2 | 0 | 2 |
| | **CTS Helper II (27)** | | | **12** |
| HACR 1411 | Room Air Conditioning | 3 | 2 | 5 |
| HACR 1420 | Domestic Refrigeration | 3 | 2 | 5 |
| | **CTS Domestic Refrigeration/AC Repairer (37)** | | | **10** |
| HACR 2510 | Central Air Conditioning | 3 | 2 | 5 |
| HACR 2520 | Residential Gas Heating | 3 | 2 | 5 |
| HACR 2530 | Residential Electric Heating | 2 | 1 | 3 |
| HACR 2540 | Residential Heat Pumps | 1 | 1 | 2 |
| HACR 2550 | Residential System Design | 1 | 2 | 3 |
| | **TD Residential Air Conditioning (55)** | | | **18** |

**CIP Code:** 470201
**Total Clock Hrs.:**1,245

# TECHNICAL STUDIES
# ASSOCIATE OF APPLIED SCIENCE

**DEPARTMENT:** Interdepartmental

**PROGRAM DESCRIPTION:** The Technical Studies Program offers students an opportunity to earn an associate degree in areas in which the college does not offer specialized degree programs. The Technical Studies Program will allow a student to select an option from one of three broad areas: Manufacturing Technology, Transportation Technology, and Construction Services Technology. All students will complete fifteen credit hours of general education courses and fifteen hours of technical studies core. Thirty additional hours of technical courses directly related to career goals will complete this sixty-hour curriculum. The program is not designed for transfer: it is designed to prepare students for immediate employment. All courses are to be selected in consultation with an advisor.

**PROGRAM COORDINATOR:** Mike Hamner

**PROGRAM INSTRUCTORS:** Interdisciplinary

**SPECIAL COMMENTS:** All TECH and concentration area courses must be completed with a C or higher.

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive an associate degree.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Technical Studies Associate Degree Program will be able to:

1. perform basic mathematical functions needed to solve problems related to the chosen subject area.
2. communicate effectively using written English to produce coherent documents.
3. demonstrate an understanding of safety procedures and practices, safety equipment, regulations and reporting requirements.
4, understand basic management skill such as: decision making, planning, quality control and effective communication.
5. use computers to access resources to access and manipulate information.
6. identify types of blueprints and interpret the data.
7. demonstrate competency in the chosen subject area concentration.



TECHNICAL STUDIES
ASSOCIATE OF APPLIED SCIENCE

| Course Number | Course Title | Lecture | Lab | Total Credit Hrs. |
|---|---|---|---|---|
| **Component I – General Education Courses** | | | | |
| MATH 1100 | College Algebra (GER) | 3 | 0 | 3 |
| ENGL 1010 | English Composition I (GER) | 3 | 0 | 3 |
| | Approved Social Science (GER) | 3 | 0 | 3 |
| | Approved Humanities (GER) | 3 | 0 | 3 |
| | Approved Science (GER) | 3 | 0 | 3 |
| | | | | **15** |
| **Component II – Core Courses** | | | | |
| TECH 1100 | Industrial Safety | 1 | 2 | 3 |
| TECH 1300 | Blueprint Reading | 3 | 0 | 3 |
| TECH 2000 | Planning and Management | 3 | 1 | 4 |
| CPTR 1100 | Intro to Computer Applications | 3 | 0 | 3 |
| CLCR 2000 | Career Development | 2 | 0 | 2 |
| | | | | **15** |

**Component III – Concentration Area Coursework**
(Student chooses coursework from one of the three available options.)

| | | |
|---|---|---|
| **Option I** | Manufacturing Technology | 30 |
| (AAS) | Machine Tool Technology | |
| | Welding | |
| **Option II** | Transportation Technology | 30 |
| (AAS) | Automotive Technology | |
| | Marine Diesel Technology | |
| **Option III** | Construction Services Technology | 30 |
| (AAS) | Electrician | |
| | Integrated Production Technologies | |
| | Residential Air Conditioning | |
| | **AAS Technical Studies (60)** | |

**CIP Code:** 479999
**Total Clock Hrs:** 960

# TECHNICAL STUDIES
# CERTIFICATE OF TECHNICAL STUDIES

**PROGRAM DESCRIPTION:** The Technical Studies Program will allow a student to select a concentration in Integrated Production Technologies or create an interdisciplinary concentration designed to meet the student's needs. All students will complete thirteen credit hours of technical studies core. Twenty-one additional hours of a concentration directly related to career goals will complete this thirty-four hour curriculum. The program is not designed for transfer: it is designed to prepare students for immediate employment. All courses are to be selected in consultation with an advisor.

**PROGRAM COORDINATOR:** Mike Hamner

**PROGRAM INSTRUCTORS:** Interdisciplinary

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive a certificate.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Technical Studies CTS Program will be able to:

1. demonstrate an understanding of safety procedures and practices, safety equipment, regulations and reporting requirements.
2. understand basic management skill such as: decision making, planning, quality control and effective communication.
3. use computers to access resources to access and manipulate information.
4. identify types of blueprints and interpret the data.
5. demonstrate competency in the chosen subject area concentration.



TECHNICAL STUDIES
CERTIFICATE OF TECHNICAL STUDIES

| Course Number | Course Title | Lecture | Lab | Total Credit Hrs. |
|---|---|---|---|---|
| **Core Courses** | | | | |
| TECH 1300 | Blueprint Reading I (or IPTN 1030) | 3 | 0 | 3 |
| TECH 2000 | Planning and Management (or IPTN 2000) | 3 | 1 | 4 |
| CPTR 1100 | Intro to Computer Applications | 3 | 0 | 3 |
| TECH 1100 | Industrial Safety (or IPTN 1500) | 1 | 2 | 3 |
| | | | | **13** |
| **Integrated Production Technologies Concentration** | | | | |
| IPTN 1050 | Petroleum Computational Methods | 2 | 1 | 3 |
| IPTN 1100 | Applied Electricity and Electronics | 2 | 1 | 3 |
| IPTN 1210 | Industrial Instrumentation I | 2 | 1 | 3 |
| IPTN 1220 | Industrial Instrumentation II | 2 | 1 | 3 |
| IPTN 1310 | IPT Equipment I | 2 | 1 | 3 |
| IPTN 1310 | IPT Equipment II | 2 | 1 | 3 |
| IPTN 1400 | Fluid Mechanics | 2 | 1 | 3 |
| | **CTS Technical Studies (34)** | | | **21** |

**CIP Code:** 479999
**Total Clock Hrs.:** 660

# WELDING
# DIPLOMA/CERTIFICATE OPTIONS

**DEPARTMENT:** Manufacturing Technology

**PROGRAM DESCRIPTION:** The purpose of the Welding Program is to prepare individuals for employment in the field of welding. Instruction is provided in various processes and techniques of welding including oxyfuel cutting, carbon arc cutting, shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, gas metal arc welding, pipe welding, and plasma arc cutting. After completion of this program, the student will have covered the skills designated by the American Welding Society (AWS) and will be prepared to take the AWS entry-level test.

**PROGRAM INSTRUCTOR:** Tony Callais

**SPECIAL COMMENTS:** WELD 1110, 1111, and 1210 must be completed with a grade of 100%. All other welding courses must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements.

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 in order to receive a certificate or diploma.

**STUDENT LEARNING OUTCOMES:** Students who successfully complete the Welding Diploma Program will be able to:

1. demonstrate fundamental proficiencies in the use of hand tools, portable, and power equipment.
2. utilize the computer to access information related to continued study and job market enhancement.
3. analyze drawings and specifications related to welding problems and jobs.
4. demonstrate modern welding techniques and skills to enhance employability.



WELDING
DIPLOMA/CERTIFICATE OPTIONS

| Course Number | Course Title | Lecture | Lab | Total Credit Hrs. |
|---|---|---|---|---|
| WELD 1110 | Occupational Orientation and Safety | 1 | 1 | 2 |
| WELD 1210 | Oxyfuel Systems | 1 | 1 | 2 |
| | **TCA Thermal Cutter (4)** | | | **4** |
| WELD 1111 | Shop Orientation and Safety | 1 | 0 | 1 |
| WELD 1412 | SMAW V-Groove BU/Gouge | 1 | 2 | 3 |
| | **TCA 3G-4G SMAW Welder (4)** | | | **4** |
| WELD 1111 | Shop Orientation and Safety | 1 | 0 | 1 |
| WELD 1512 | SMAW – Pipe 6G | 1 | 2 | 3 |
| | **TCA SMAW Pipe Welder (4)** | | | **4** |
| WELD 1111 | Shop Orientation and Safety | 1 | 0 | 1 |
| WELD 2111 | FCAW Groove Weld | 1 | 3 | 4 |
| | **TCA 3G – 4G FCAW Welder (5)** | | | **5** |
| WELD 1111 | Shop Orientation and Safety | 1 | 0 | 1 |
| WELD 2114 | FCAW – Pipe 6G (R) | 2 | 3 | 5 |
| | **TCA FCAW Pipe Welder (6)** | | | **6** |
| WELD 1111 | Shop Orientation and Safety | 1 | 0 | 1 |
| WELD 2222 | GTAW – Pipe 6G | 1 | 2 | 3 |
| | **TCA TIG Pipe Welder (4)** | | | **4** |
| OR | | | | |
| WELD 1110 | Occupational Orientation and Safety | 1 | 1 | 2 |
| WELD 1210 | Oxyfuel Systems | 1 | 1 | 2 |
| WELD 1410 | SMAW Basic Beads | 1 | 1 | 2 |
| WELD 1411 | SMAW Fillet Weld | 1 | 2 | 3 |
| WELD 1412 | SMAW V-Groove | 1 | 2 | 3 |
| WELD 2110 | FCAW Basic Fillet Weld | 0 | 2 | 2 |
| WELD 2111 | FCAW Groove Weld | 1 | 3 | 4 |
| | Welding Electives | | | 3 |
| | **CTS Intermediate Welder (21)** | | | **21** |
| WELD 2210 | GTAW Multi-joint | 1 | 3 | 4 |
| WELD 2114 | FCAW – Pipe 6G (R) | 2 | 3 | 5 |
| WELD 1310 | Cutting Process CAC/PAC | 0 | 1 | 1 |
| WELD 2230 | GTAW Aluminum Multi-Joint | 1 | 2 | 3 |
| WELD 2310 | GMAW Basic Fillet Weld | 1 | 2 | 3 |
| WELD 2311 | GMAW Groove Weld | 0 | 3 | 3 |
| CLCR 2000 | Career Development | 2 | 0 | 2 |
| | Welding Electives | | | 3 |
| | **TD Welding (45)** | | | **24** |

**CIP Code:** 480508
**Total Clock Hrs.** 1,125

**APPROVED ELECTIVES:**
WELD 1511 SMAW Pipe 5g
WELD 2993 Special Projects II
WELD 1512 SMAW Pipe 6g
WELD 2995 Special Projects III
WELD 2220 GTAW Pipe 6g
WELD 2222 GTAW Pipe 6g
WELD 2322 GMAW Pipe 6g
WELD 2991 Special Projects I

# COURSE DESCRIPTIONS

The following is a listing of all courses of instruction offered by departments at Fletcher Technical Community College. This listing is as accurate and complete as possible at the time of publication of this catalog. Since this catalog was prepared, some courses may have been added, others may have been deleted, and/or changes in content may have been made.

The course numbering system implies the following:

- Courses numbered below 1000 are developmental courses.
- Courses in the 1000 series are designed for freshmen.
- Courses in the 2000 series are designed for sophomores.

Courses numbered below 1000 are developmental and are not acceptable for credit toward a diploma or an associate degree. Some other courses numbered 1000 and above may not carry credit toward some associate degrees.

The numerical listing after the course titles gives the following information:

- first number , lecture credit hours per course
- second number, laboratory credit hours per course
- third number, total semester credit hours

**Example:**
CADD 2300 – Advanced CADD (1/2/3)
1 credit hour of lecture
2 credit hours of lab
3 credit hours

A credit hour is a measurement of course work completed satisfactorily. For lecture, on semester hour credit is given for one hours of class attendance per week for period of one semester. In laboratory courses, two or three clock hours of attendance per week are required to earn one semester hour. A specified number or credits must be earned for a degree.

Listing of a course does not necessarily mean that it will be offered every year or every term during a given year. Some departments indicate in the course description the semester in which a course is normally offered. If no information is given in the course description, students should contact the department to determine when the course is to be offered.

## ACCOUNTING

**ACCT 1100 – PRINCIPLES OF ACCOUNTING, PART I (3/0/3)**
Prerequisite: Eligibility for DVMA 0920. Fundamental principles of double-entry accounting, with emphasis on journalizing, posting, and the preparation of financial statements; also accounting for cash and work at close of the fiscal period using the cash and accrual basis for a service enterprise. (520302)

**ACCT 1200 – PRINCIPLES OF ACCOUNTING, PART II (3/0/3)**
Prerequisite: ACCT 1100. Fundamental accounting principles relating to sales and receipts, purchases and payments, cash, and payroll; accrual accounting for a merchandising business including the periodic summary, adjustments, and period-end closing procedures. (520302)



**ACCT 1250 – PAYROLL ACCOUNTING (3/0/3)**
Prerequisite: ACCT 1100. Accounting principles and procedures relating to payroll accounting, including the required payroll and personnel records and reports: computation and payment of wages and salaries, social security taxes, income tax withholding; unemployment compensation taxes; and the analysis and recording of payroll transactions. Fall only. (520302)

**ACCT 1300 – INTERMEDIATE ACCOUNTING, PART I (3/0/3)**
Prerequisite: ACCT 1200. Accounting principles relating to accounts payable and receivable, uncollectables, notes, and interest; merchandise inventory, property, plant, and equipment, and accounting for partnerships. Principles relating to the corporate organization, including accounting for capital stock, retained earnings. Long-term debt, and intangible assets; also accounting principles and reporting standards. Fall only. (520302)

**ACCT 1400 – ADVANCED ACCOUNTING (3/0/3)**
Prerequisite: ACCT 1300. Principles relating to the corporate organization, including accounting for accounting principles reporting standards. Financial reporting and analysis including cash flow statements, measures of profitability, liquidity, and financial strength; and accounting for departmentalized profit and cost centers. Spring only. (520302)

**ACCT 1500 – COMPUTERIZED ACCOUNTING (3/0/3)**
Prerequisite: ACCT 1200. Basic accounting principles utilizing the application of a computerized accounting package which includes setting up the accounting system, recording routine transactions, preparing financial statements, and completing the year-end operations. Spring only. (520302)

**ACCT 1700 – FEDERAL INCOME TAX (3/0/3)**
Prerequisite: ACCT 1200. Principles and practices relating to income tax returns for individuals. Special attention is given to tax planning, withholding allowances, and itemized deductions.

## ARTS

**ARTS 1200 – INTRODUCTION TO FINE ARTS (3/0/3)**
Lecture and discussion on the visual arts with emphasis on how and why work has been created in our own and earlier times. All major forms of drawing, painting, printmaking, sculpture, design and architecture explored in basic terms. (500703)

## AUTOMOTIVE TECHNOLOGY

**AUTO 1000 - INTRODUCTION TO AT (2/0/2)**
This course will introduce students to the field of automotive service technology. Students will learn of the career opportunities available in the automotive field as well as safety factors relating to the automotive service industry. Students will be introduced to responsibilities performed and the tools used in the automotive service industry. Topics include the following: careers, chemicals used in automotive service, tools and equipment used, certification requirements, and OSHA and EPA regulations. (470604)

**AUTO 1001 – INTRODUCTION TO AT LAB (0/1/1)**
Lab to accompany AUTO 1000. (470604)

**AUTO 1100 - ENGINE REPAIR (2/0/2)**
This course covers the theory, construction, and operation of the internal combustion engine. Topics include the following: automotive engine designs, performance testing of engines, engine removal and disassembly, cylinder head service, short block service, engine assembly and installation, engine lubrication system, and drivability problems related to internal engine problems. (470604)

**AUTO 1101 - ENGINE REPAIR LAB (0/3/3)**
Lab to accompany AUTO 1100. (470604)

**AUTO 1200 - AUTOMATIC TRANSMISSION and TRANSAXLE (2/0/2)**
This course will cover theory, design, and operation of automatic transmissions and transaxles. Topics include the following: transmission design and components, electric transmission controls, and automatic transmission diagnosis and service. (470604)

**AUTO 1201 - AUTOMATIC TRANSMISSION and TRANSAXLE LAB (0/3/3)**
Lab to accompany AUTO 1201. (470604)

**AUTO 1300 - MANUAL DRIVE TRAINS (2/0/2)**
This course will cover the theory, design, and function of the manual drive train. The following topics are included: manual transmission components, operation, diagnosis, and service; clutch assembly components, operation, diagnosis, and service; driveshaft and axle components, diagnosis, and service; differential components, diagnosis, and service; and four-wheel drive operation, diagnosis, and service. (470604)

**AUTO 1301 - MANUAL DRIVE TRAINS LAB (0/3/3)**
Lab to accompany AUTO 1300. (470604)

**AUTO 1400 - STEERING and SUSPENSION (2/0/2)**
This course covers the theory, function, and operation of the automotive steering and suspension system. Topics include the following: steering and suspension system designs, inspection and service of steering and suspension system components, MacPherson Strut analysis and service, wheel bearing and spindle service, adjustable shock absorbers and electronic suspension controls, alignment procedures, and wheel and tire analysis and service. (470604)

**AUTO 1401 - STEERING and SUSPENSION LAB (0/3/3)**
Lab to accompany AUTO 1400. (470604)

**AUTO 1500 - BRAKES (2/0/2)**
This course will cover theory, design, and operation of the automotive brake systems. Topics include the following: disc and drum brake system components; properties of brake fluids; components of the hydraulic brake system; diagnosing, replacing, and adjusting automotive brake systems; and the design, components, operations, diagnosis, and service of the antilock brake system. (470604)

**AUTO 1501 - BRAKES LAB (0/3/3)**
Lab to accompany AUTO 1500. (470604)

**AUTO 1600 - ELECTRICAL/ELECTRONIC I (2/0/2)**
This course will teach the fundamentals of the electrical/electronic automotive systems. charging system, automotive lighting, and air conditioning; and using electrical trouble shooting manuals. (470604)

**AUTO 1601 - ELECTRICAL/ELECTRONIC LAB I (0/3/3)**
Lab to accompany AUTO 1600. (470604)

**AUTO 1610 - ELECTRICAL/ELECTRONIC II (2/0/2)**
This is the advanced level electrical/electronics course. Topics include the following: gauges and warning devices; analysis and service of automotive computer system; analysis and service of active restraint systems; and the function, analysis, and service of the automotive computer system. (470604)

**AUTO 1611 - ELECTRICAL/ELECTRONIC LAB II (0/3/3)**
Lab to accompany AUTO 1610. (470604)

**AUTO 1700 - HEATING and AIR CONDITIONING (2/0/2)**
This course will cover the theory and design of automotive climate control systems. The following topics will be included in this course: principles of refrigeration; air conditioning design, components, and controls. Diagnosis, and service of air conditioning systems; and automotive heating system components, diagnosis, and service. (470604)

**AUTO 1701 - HEATING and AIR CONDITIONING LAB (0/3/3)**
Lab to accompany AUTO 1700. (470604)

**AUTO 1800 - ENGINE PERFORMANCE I (2/0/2)**
Students will learn the fundamentals of the ignition system. Topics will include the following: engine and performance testing; ignition system theory, analysis, and service and design; ignition-related computerized engine controls; and drivability problems related to the ignition system. (470604)



**AUTO 1801 - ENGINE PERFORMANCE LAB I (0/3/3)**
Lab to accompany AUTO 1800. (470604)

**AUTO 1810 - ENGINE PERFORMANCE II (2/0/2)**
This course is designed to teach the concepts of automotive fuel systems. Topics include the following: fuels and fuel specifications; fuel supply systems; carburetor analysis and service; types of electronic fuel injection; components, testing, and service of electronic fuel injection; exhaust system analysis and service; and drivability problems related to fuel systems. (470604)

**AUTO 1811 - ENGINE PERFORMANCE LAB II (0/3/3)**
Lab to accompany AUTO 1810. (470604)

**AUTO 1820 - ENGINE PERFORMANCE III (2/0/2)**
This course will cover the design, function, and operation of the emissions systems as well as EPA guidelines. Topics include the following: relationship of automobile and air pollution, drivability problems related to emission systems, components of vehicle emission system, analysis and service of emission system operation, government mandated emission testing, use of exhaust gas analysis to test emission, and OBDI and OBDII systems. (470604)

**AUTO 1821 ENGINE PERFORMANCE LAB III (0/3/3)**
Lab to accompany AUTO 1820. (470604)

## BIOLOGY

**BIOL 1010 – BASIC BIOLOGY I – PRINCIPLES OF BIOLOGY (3/0/3)**
Co-requisite: Eligibility for ENGL 1010 and DVMA 0930. A survey of the fundamental principles and concepts of biology including biochemistry, cell biology, metabolism, photosynthesis, cell division, reproduction, genetics, molecular biology, development, evolution, and ecology. This course has no accompanying laboratory. (260101)

**BIOL 1020 – BASIC BIOLOGY II – THE DIVERSITY OF LIFE (3/0/3)**
Prerequisite: BIOL 1010. A survey of the structure, function, origin, evolution and relationships of living things including viruses, bacteria, protists, fungi, plants and animals. Designed for students needing only one year of biology. (260101)

**BIOL 1140 – HUMAN ANATOMY AND PHYSIOLOGY I (3/0/3)**
Prerequisite: Non-developmental placement. A descriptive presentation of the structure and function of the organ systems of the human body covering cells, tissues, bones, muscles, nervous system, and endocrine system. (260601)

**BIOL 1150 – HUMAN ANATOMY AND PHYSIOLOGY I LAB (0/1/1)**
Prerequisite: Concurrent enrollment or prior completion of BIOL 1140. A laboratory course to accompany BIOL 1140 using specimens, models and instruments to investigate the structure and function of the human body. (260701)

**BIOL 1160 – HUMAN ANATOMY AND PHYSIOLOGY II (3/0/3)**
Prerequisite: BIOL 1140. A descriptive presentation of the structure and function of the organ systems of the human body covering the cardiovascular, immune, respiratory, digestive, excretory and reproductive systems. (260706)

**BIOL 1170 – HUMAN ANATOMY AND PHYSIOLOGY II LAB (0/1/1)**
Prerequisite: BIOL 1150. Concurrent enrollment or prior completion of BIOL 1160. A laboratory course to accompany BIOL 1160 using specimens, models and instruments to investigate the structure and function of the human body. (260701)

**BIOL 2030. GENERAL MICROBIOLOGY (3/0/3)**
Prerequisites: Successful completion of BIOL 1140, 1160, or equivalent coursework (such as BIOL 155, 156 or 114, 116 at NSU). An introduction to the microbial world including the basic characteristics of fungi, algae, bacteria, protozoa, helminths and viruses. Emphasis is placed on relationships that influence man: infection, immunity, parasitism, and control, and includes the characteristics and life activities of microorganisms and their interactions with their surroundings.

## BUSINESS AND OFFICE SYSTEMS

**BUSI 1000 – BUSINESS LAW (3/0/3)**
Analysis of the legal environment and its impact on business. Constitutional law, administrative law, governmental regulations, securities law, discrimination law, environmental law, public policy, social issues, and business ethics are integrated into a treatment of specific legal topics: contracts, sales, agency, and employment.

**BUSI 1050 – BUSINESS CORRESPONDENCE (3/0/3)**
Prerequisites: KYBD 1110 and eligible ENGL 1010 or APEN 1030. The communication theories and their applications; the role of technology; legality and ethics; the psychological approaches to preparing business letters; analysis and solution of business problems through effective letters and memos. (520501)

**BUSI 2010 – HUMAN RELATIONS (3/0/3)**
Provides an understanding of human behavior in various settings including the home and the workplace. The course covers a variety of topics including motivation, emotional stress, sexuality, and applied social psychology.

**BUSI 2200 –LEGAL ENVIRONMENTOF BUSINESS (3/0/3)**
The course incorporates all aspects of the American legal system including Constitutional, common, cyber, case, statutory, torts, and administrative law. The individual's rights and responsibilities as a member of society are studied. Ethical and legal decision making and the impact on business is analyzed.

**BUSI 2450 – JOB SEEKING SKILLS (2/0/2)**
Prerequisite: For the business student who must be in the graduating semester or the semester prior to graduation. Prepares the business student to successfully enter the job market with usage of the following career preparation skills: resume and cover letter preparation, application completion, interviewing techniques, analyzing benefits, evaluating job offers, and job search methods. Student is required to participate in a mock interview.

**MACH 1350 – INTRODUCTION TO MACHINE TRANSCRIPTION (3/0/3)**
Prerequisites: Eligibility for ENGL 1010 or APEN 1030 and concurrent enrollment in or prior completion of KYBD 1210. Hands-on applications of machine transcription equipment. Production of documents (mailable copy) from various fields of employment. Emphasis on English language skills: punctuation, spelling, grammar, and vocabulary. Offered on an as needed basis. (520408)

**OSYS 1100 – RECORDS MANAGEMENT (1/1/2)**
This course includes basic records management terminology, procedures, classification systems, electronic and manual storage, retrieval, and disposal, compliance with freedom of information laws and Privacy Act.

**OSYS 1250 – BUSINESS CALCULATORS (1/1/2)**
Principles and techniques used to solve business problems on the electronic calculator.

**OSYS 2530 – OFFICE PROCEDURES (3/0/3)**
Prerequisite: CINS 1450. Focuses on understanding the role of the office professional in today's changing office environment. Students learn effective office, human relations, communication, decision-making, and critical thinking skills by completing assignments and live projects. Specific items covered in this course include interpersonal communications, professional presence and success behaviors, stress and time management, work ethics and diversity, current technology, telecommunications, mail and records management, business correspondence, teamwork, meetings and presentations, travel and conference arrangements, and career development. (520401)

## CHEMISTRY

**CHEM 1010 – FUNDAMENTALS OF CHEMISTRY I (3/0/3)**
Co-requisite: Eligibility for ENGL 1010 and DVMA 0930. The nature and properties of matter including the common elements and their compounds. Periodic classification, atomic and molecular theories, and the relation of atomic and molecular structure to chemical behavior. Designed for students needing only one year of chemistry. (400501)



## COLLEGE AND CAREERS

**CLCR 1000 – FRESHMAN STUDIES (3/0/3)**
This course is designed to provide and teach strategies for the college freshman, cultivate essential academic skills, and promote understanding of the learning process. This course is recommended for all first-time freshmen and required for all students who need developmental studies courses. (320107)

**CLCR 2000 – CAREER PREPARATION (2/0/2)**
Designed to prepare the student to successfully enter the job market with usage of the following career preparation skills: resume preparation, application completion, interviewing techniques, and job search methods. (320105)

## COMPUTER-AIDED DESIGN

**CADD 1200 – INTRODUCTION TO CADD (1/2/3)**
Prerequisite: Concurrent enrollment or prior completion of DRFT 1200. This course introduces the concepts and principles of CADD. Student will learn file management, drawing setups, apply graphic and geometric controls, and complete single and multi-view drawings. This course applies commands such as layer controls, editing and dimensioning commands, and plotting equipment. Students must demonstrate knowledge of orthographic, auxiliary, section, and pictorial intersection and development drawings. (151302)

**CADD 2300 – ADVANCED CADD (1/2/3)**
Prerequisite: CADD 1200. Students learn to create block libraries including dynamic blocks, customize AutoCAD toolbars and linetypes, and use external references, images, and layouts. 3D solid creation is also covered. (151302)

## COMPUTER INFORMATION SYSTEMS

**CINS 1300 – INTRODUCTION TO SPREADSHEETS (3/0/3)**
Prerequisite: CPTR 1100. Focuses on the basic fundamentals of producing spreadsheets and graphs. (110601)

**CINS 1310 – INTRODUCTION TO DATABASE MANAGEMENT – (3/0/3)**
Prerequisite: CPTR 1100 & KYBD 1110 required and CINS 1300 and CINS 1450 recommended. Basic methods for creating a database, adding, changing and deleting information in a database, printing data in the form of reports, and the printing of address labels. (110601)

**CINS 1400 – WINDOWS APPLICATIONS, PART I (PowerPoint) (3/0/3)**
Prerequisites: CPTR 1100 and eligible for KYBD 1110. Applications of Windows environment presentation software.

**CINS 1450 – BASIC WORD PROCESSING (3/0/3)**
Prerequisites: CPTR 1100 and KYBD 1110. Hands-on experience of basic word-processing techniques and functions. Current version of popular word processing software is incorporated. (110602)

**CINS 1550 – ADVANCED WORD PROCESSING (3/0/3)**
Prerequisite: CINS 1450. Hands-on experience of advanced word processing techniques and functions. Current version of popular word processing software is incorporated. Spring only. (110602)

**CINS 1650 – DESKTOP PUBLISHING (3/0/3)**
Prerequisite: CINS 1550. Basic concepts in creating documents containing graphics and text. Current version of popular word processing/graphics software is incorporated. Fall only. (110602)

**CINS 2640 – ADVANCED SPREADSHEET APPLICATIONS (3/0/3)**
Prerequisite: CINS 1300. Focuses on use of multiple spreadsheets, database capabilities, and special spreadsheet functions to perform statistical analysis, financial analysis, mathematical computations, and an introduction to the macro capabilities of spreadsheets. (110601)

**CINS 2650 – ADVANCED DATABASE APPLICATIONS (3/0/3)**
Prerequisite: CINS 1310. A continuation of CPTR 1310, with a focus on structured programming using database commands, manipulating multiple database files, database file design, screen design, and creating custom reports. (110601)

## COMPUTER LITERACY

**CPLT 1000 – COMPUTER LITERACY (3/0/3)**
An overview of computer components, operating systems, Internet concepts, and security issues. Includes a hands-on study emphasizing computer hardware and various operating systems features. This course is not intended for transfer. (110101)

**CPLT 1010 – COMPUTER LITERACY (0/1/1) or (1/0/1)**
Fundamental computer concepts including Windows and the Internet. Course credit not applicable toward an associate degree. Course open only to students with no prior course credit in computers. (110101)

**CPTR 1000 – INTRODUCTION TO COMPUTERS (3/0/3)**
An introductory study of computer system components, operating system environments, Internet concepts, and security issues. Includes a hands-on study emphasizing computer hardware and various operating systems features. (110101)

**CPTR 1100 – INTRODUCTION TO COMPUTER APPLICATIONS (3/0/3)**
An introductory study of computers, operating systems, and application software. Includes an overview of operating systems, word processing software, and spreadsheets software. (110101)

## COMPUTER NETWORKING

**CNET 1100 – INTRODUCTION TO NETWORKING (1/2/3)**
An introduction to computer network fundamentals. Includes the configuration of peer-to-peer and client/server networks, sharing, mail and hub configurations using Windows 98SE, Windows 2000, Windows XP, and other network operating system software. (470104)

**CNET 2700 – FUNDAMENTALS OF VOICE AND DATA CABLING (1/2/3)**
This course focuses on cabling issues related to data and voice connections and provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, as well as signal transmission. The course includes detailed hands-on installation, testing, and repair of both copper and fiber optic media. (110901)

## DRAFTING AND DESIGN

**DRFT 1100 – BASIC BOARD DRAFTING (3/6/9)**
Prerequisite: Successful completion of any DVRE courses, and eligibility for DVMA 0930 and DVEN 0920 or higher. This course covers the orientation to the drafting profession, sketching techniques, introduction to drafting instruments, use of scales, types of media, and reproduction, methods used in drafting vertical, slanted, miscellaneous lettering techniques, ANSI page layout, geometric terms, basic geometric shapes, and use combinations of geometric shapes associated with geometry in single view drawing. The course will also cover the alphabet of lines, line relationships and connections, and geometry of curved lines. The course content will identify the class of pictorial drawings (axonometric, oblique and perspective drawings), fundamentals of orthographic projection and the application of dimensioning practices in the preparation of formal multi-view drawings. This course identifies section conventions and different types of sectional views. Students will prepare full, half, offset, broken out, revolved, aligned, removed sectional drawings. (151301)

**DRFT 1180 – TECHNICAL DRAWING FOR ELECTRONICS (1/2/3)**
The use of drawing instruments, orthographic, and pictorial drawings, sketching, sections, dimensioning, and auxiliary views as applied to electronics drawings and schematics. Includes the basic techniques of producing a schematic drawing from a rough sketch of an electronic circuit. (151301)

**DRFT 1200 – ADVANCED BOARD DRAFTING (3/4/7)**
Prerequisite: DRFT 1100. This course covers the identification and drawing of primary and secondary auxiliary views, construction of points, lines, and planes in space, the determination of the true size of angles and distances of lines and surfaces, lines of intersections between two geometric shapes and the construction of flat developments of various geometric shapes. (151301)

**DRFT 2300 – INTRODUCTION TO DRAFTING DISCIPLINES (3/4/7)**
Prerequisite: Concurrent enrollment or prior completion of CADD 2300, or permission of the department head. This computer-aided design and drafting course introduces general background information, terms, and conventions and various types of working drawing used in manufacturing and architectural drafting. (151301)



**DRFT 2400 – ADVANCED DRAFTING DISCIPLINES (3/6/9)**
Prerequisite: Concurrent enrollment or prior completion of CADD 2300, or permission of the department head. This computer-aided design and drafting course introduces general background information, terms, and conventions and various types of work drawings used in civil/mapping drafting, structural drafting, and pipe drafting. (151301)

## ECONOMICS

**ECON 2010 – PRINCIPLES OF MACROECONOMICS (3/0/3)**
Prerequisites: Eligibility for MATH 1100 and ENGL 1010. The theory of the economy as a system. Problems of inflation and unemployment and policies to deal with these problems. Topics include determination of national income, employment, and price levels; money and banking; economic stabilization policies; international trade and finance. (450601)

**ECON 2020 – PRINCIPLES OF MICROECONOMICS (3/0/3)**
Prerequisites: Eligibility for MATH 1100 and ENGL 1010. The theory of market exchanges and competition. Fundamental economic problems, methods of economic organization, and the price system. Topics include theory of demand and supply; international trade; markets in various competitive environments; income distribution and resource allocation; market failure, democratic processes and government failure (450601)

## ELECTRICIAN

**ELEC 1120 - BASIC ELECTRICITY (3/0/3)**
An introduction to the occupation, shop safety, electrical safety hazards and prevention, and OSHA regulations, tools and equipment - some laboratory required for functions of common tools and equipment. Introduction to the concepts of DC/AC electricity fundamentals, matter and atomic theory; a study of Ohm's Law, series, parallel and series-parallel circuits and meters. Laboratory requirements include constructing circuits measuring voltage, amperage, and resistance. (460302)

**ELEC 1121 – BASIC ELECTRICITY LAB (0/3/3)**
Lab to accompany ELEC 1120. This course is graded S or U. (460302)

**ELEC 1210 - RESIDENTIAL WIRING (3/0/3)**
This course includes the identification of the various types of conductors in residential wiring, connections, types of boxes, parts of a breaker panel and service entrance, switches, and installation devices. (460302)

**ELEC 1211 – RESIDENTIAL WIRING LAB (0/3/3)**
Lab to accompany ELEC 1210. This course is graded S or U. (460302)

**ELEC 1220 - ELECTRICAL RACEWAYS (1/2/3)**
An introduction to various methods of installing AC cable, EMT, rigid metallic conduit, PVC, flexible and surface raceway. Lab requirements include cutting, bending, and installing conduit. This course is graded S or U. (460302)

**ELEC 1230 - NATIONAL ELECTRICAL CODE (2/1/3)**
A study of the NEC calculations including: voltage/drops, fill capacities for boxes and conduits, service sizing, grounding and bonding. (460302)

**ELEC 1311 - RESIDENTIAL WIRING INSTALLATION (1/5/6)**
The installation and troubleshooting of single pole, 3/w, 4/w, and receptacle circuits, and breaker panels. The course includes building a residential service. This course is graded S or U. (460302)

**ELEC 1330 - GENERATOR/MOTORS and TRANSFORMER OPERATION (1/2/3)**
This course includes the fundamentals and principles of single phase and three phase motors and generators and transformer theory, application, and characteristics. (460302)

**ELEC 1440 - MOTOR CONTROLS (1/3/4)**
An introduction to manual and push button motor control systems. Topics include an understanding of ladder logic and its various components, and basic motor and control installations. This course is graded S or U. (460302)

**ELEC 1430 – BLUEPRINT INTERPRETATION (1/2/3)**
An introduction to blueprint reading skills, which includes specifications and trade, related elements such as symbols. (460302)

**ELEC 2520 - SOLID STATE THEORY (1/2/3)**
An introduction to solid state devices, diodes, transistors; half-wave, full-wave, and bridge rectifiers; and filters. Includes analyzing circuits in transistors; SCR, TRIAC, FET, ZENER, VDR, and optical devices. The course includes testing and analyzing circuits. (460302)

**ELEC 2720 - INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS (1/2/3)**
An introduction to Microprocessors, PLC types, theory, installation, applications, operations, and documentation. (460302)

## ELECTRONICS

**ETRN 1050 – BASIC COMPUTER REPAIR (0/3/3)**
This course is designed to familiarize the student with the basic concepts of computer repair. It covers the fundamental skills required to operate, troubleshoot, and upgrade minicomputer systems, and it provides necessary information and insight concerning the various components of a PC. Emphasis is placed on the practical, hands-on experience that a student requires to perform basic computer repair. (470105)

**ETRN 1120 – DC ELECTRONICS (2/0/2)**
Prerequisites: Eligibility for MATH 1100; concurrent enrollment with ETRN 1121 required. Basic concepts of direct current fundamentals. Topics covered are charge, current flow, potential difference, resistance, series circuits, parallel circuits, series-parallel circuits, Ohms Law, Kirchoff's Law, voltage and current dividers, DC measuring instruments, and the principles of magnetism and electromagnetics. (470105)

**ETRN 1121 – DC ELECTRONICS LAB (0/2/2)**
Lab to accompany ETRN 1120. Concurrent enrollment with ETRN 1120 required. (470105)

**ETRN 1130 – AC ELECTRONICS (2/0/2)**
Prerequisites: ETRN 1120; completion of or concurrent enrollment in MATH 1100 or APMA 1050; and concurrent enrollment in ETRN 1131. Basic concepts of alternating current and circuits. Topics covered are inductors, capacitors, inductive reactance, capacitive reactance, time constants, RC circuits, LC circuits, RLC circuits, vectors, phasors, resonance, filters, and sinusoidal and non-sinusoidal waveform applications. (470105)

**ETRN 1131 – AC ELECTRONICS LAB (0/2/2)**
Lab to accompany ETRN 1130. Concurrent enrollment with ETRN 1130 required. (470105)

**ETRN 1170 – COMPUTER-AIDED CIRCUIT ANALYSIS (1/2/3)**
Analysis of DC and AC circuits using Electronics Workbench software. Involves the use of computer software in the design and analysis of computer generated electronic circuits. (470105)

**ETRN 1210 – SOLID STATE DEVICES (1/2/3)**
Prerequisite: ETRN 1130. An introduction to solid state devices, diodes, transistors, special purpose diodes, thyristors, FET devices, MOSFET devices, and optical devices. (470105)

**ETRN 1220 – TRANSISTOR CIRCUITS (1/2/3)**
Prerequisite: ETRN 1210. Principles of transistor devices and circuits; common emitter, common base and common collector amplifiers using BJTs, FETs, and MOSFETs; power supplies, amplifiers, oscillators, and operational amplifiers. (470105)

**ETRN 1230 – DIGITAL ELECTRONICS (2/0/2)**
Prerequisites: ETRN 1120, 1130, and 1210. An introduction to numbering systems, basic logic gates, exclusive logic gates, digital integrated circuits, Boolean algebra, flip-flops, counters, registers, encoders, decoders, combinational/sequential logic including clock, and timing circuits, display circuits, digital-to-analog conversion, analog-to digital conversion, multiplexers and demultiplexers, and an introduction to digital arithmetic, basic microprocessors, and programming. (470105)

**ETRN 1231 – DIGITAL ELECTRONICS LAB (0/2/2)**
Lab to accompany ETRN 1230. Concurrent enrollment with ETRN 1230 required. (470105)



**ETRN 1270 – ELECTRONICS FABRICATION (3/0/3)**
Basic skills in the drawing and use of circuit diagrams. Demonstrate the use of small hand tools (powered and non-powered) and special tools used in the construction of electronic circuits. Includes the design, fabrication, and testing of electronic projects and the use of supply source manuals, current publications, library references, and Internet research techniques. (470105)

**ETRN 2110 – PROGRAMMABLE LOGIC CONTROLLERS (2/2/4)**
The students will be introduced to the programmable logic controller and its role in modern industrial applications. This course covers the basics of PLC's, the installing, programming, testing, calibrating, and repairing of programmable controllers. (470105)

**ETRN 2120 – COMMUNICATION PRINCIPLES AND SYSTEMS (2/0/2)**
Prerequisites: ETRN 1120, 1121, 1130, 1131, 1210, 1211, 1220, 1221. An introduction to the equipment, terms, and systems used in communications, RF amplifiers, amplitude, phase, and frequency modulation, transmitters and receivers, transmission lines and antennas, and spread-spectrum radio principles. (470105)

**ETRN 2121 – COMMUNICATION PRINCIPLES AND SYSTEMS LAB (0/2/2)**
Lab to accompany ETRN 2120. Concurrent enrollment with ETRN 2120 required. (470105)

**ETRN 2130 – TELECOMMUNICATIONS (2/0/2)**
Prerequisites: ETRN 1120, 1121, 1130, 1131, 1210, 1211, 1220, 1221. Introduces the student to telephone, cellular, paging systems, modems, optical electronics, infrared fiber optics and laser systems. (470103)

**ETRN 2131 – TELECOMMUNICATIONS LAB (0/2/2)**
Lab to accompany ETRN 2130. Concurrent enrollment with ETRN 2130 required. (470103)

**ETRN 2140 – COMPUTER SYSTEMS AND INTERFACING (2/0/2)**
Prerequisite: Approved CPTR 1100. A course designed to introduce the student to computer system components, programming, peripheral interface adapters and registers. Includes the disassembly and reassembly of system units, the partitioning, formatting, and configuring of the hard drive, and the installation of various computer operating system software. (470104)

**ETRN 2141 – COMPUTER SYSTEMS AND INTERFACING LAB (0/2/2)**
Lab to accompany ETRN 2140. Concurrent enrollment with ETRN 2140 required. (470104)

**ETRN 2620 – INTRODUCTION TO ROBOTICS (1/0/1)**
A course designed to provide the student with an understanding of robots and robot systems. Introduces the entire system and teaches the student to program robot movement. Includes troubleshooting techniques that gives the student the practical experience to locate and solve operation faults. (470105)

**ETRN 2621 – INTRODUCTION TO ROBOTICS LAB (0/2/2)**
Lab to accompany ETRN 2620. Concurrent enrollment with ETRN 2620 required.

**ETRN 2700 – INSTRUMENTATION AND CONTROLS (1/0/1)**
A course designed to give the student an understanding of methods of measurement used in many types of industries. Covers the conversion factors, units and standards of measurement, types of measurement instruments, feedback loops, troubleshooting and repair of feedback loops, and use of computer-controlled test systems. (470105)

**ETRN 2701 – INSTRUMENTATION AND CONTROLS LAB (0/2/2)**
Lab to accompany ETRN 2700. Concurrent enrollment with ETRN 2700 required. (470105)

**ETRN 2800 – ELECTRONIC TROUBLESHOOTING (1/2/3)**
Prerequisites: ETRN 1120, 1121, 1130, 1131, 1210, 1211, 1220, 1221. An in-depth hands-on program of troubleshooting, repairing, and calibrating various electronic devices and assemblies. Includes the interpretation of electronic circuit schematics and drawings, vendor technical manuals, use of small hand tools, soldering techniques, and safe practices as required for correct electronic repair procedures. (470105)

## EMERGENCY MEDICAL TECHNICIAN (EMT)

**HEMS 1110 - INTRODUCTION TO BASIC EMT (1/0/1)**
Role, responsibility, and well-being of the EMT-Basic. Discussion of medical/ legal / ethical and cultural issues, communication and documentations techniques, the human body and methods utilized in lifting and moving patients. (510904)

**HEMS 1120 - PATIENT ASSESSMENT AND AIRWAY MANAGEMENT (3/0/3)**
The study of airway anatomy and physiology, maintaining open airways, resuscitation and its special variations, use of suction equipment, and oxygen equipment and delivery. Scene size-up, initial assessment, focused history and physical exam for trauma and medical detailed physical exam, on-going assessment are discussed and demonstrated in this course. Integrated supervised labs are part of this course. (510904)

**HEMS 1140 - MEDICAL/ BEHAVIORAL EMERGENCIES AND TRAUMA MANAGEMENT (3/0/3)**
The study of general pharmacology; respiratory and cardiovascular emergencies; allergy related emergencies; poisoning/ overdose emergencies; and behavioral emergencies. (510904)

**HEMS 1160 - MATERNAL PEDIATRIC MANAGEMENT (1/0/1)**
Instruction in the management of normal and complicated deliveries, neonatal resuscitation, and gynecological emergencies. The study of developmental information and anatomical differences in infants and children. Discussion of common medical and trauma situations and infants/ children who are dependent on special technology. Integrated supervised labs are part of this course. (510904)

**HEMS 1170 - EMT - BASIC CLINICAL AND AMBULANCE OPERATION (0/1/1)**
Discussion of emergency vehicles operation; gaining access; roles and responsibilities at the crash scene; hazardous materials; incident management systems; mass casualty situations; and basic triage. Observation and the practical application of EMT - Basic skills in various clinical sites under the supervision of a preceptor and/ or faculty. (510904)

## ENGLISH

**APEN 1030 – BUSINESS ENGLISH (3/0/3)**
A concentrated and intensive study of basic English grammar. (231101)

**APEN 1160 – TECHNICAL WRITING (3/0/3)**
Prerequisite: Successful completion of all required developmental English courses. A study of basic English grammar skills, correct word usage principles, proper punctuation, capitalization, and effective communication techniques. General procedures in organization of ideas and writing professional reports and/or proposals for industry. (231101)

**DVEN 0900 – ENGLISH LITERACY (6/0/6)**
This course is designed to provide instruction and review in the fundamentals of English, which includes the concepts of parts of speech, sentence types, nouns, subject /verb agreement, verb tense, pronouns, adjectives and adverbs, capitalization and punctuation. (320108)

**DVEN 0910 – BASIC COMPOSITION (6/0/6)**
Prerequisite: C or better in DVEN 0900 or satisfactory score on placement test. This course provides an in-depth study of sentence structure with a basic review of grammar and usage and the fundamentals of paragraph and essay writing. (320108)

**DVEN 0920 – INTERMEDIATE COMPOSITION (3/0/3)**
Prerequisite: C or better in DVEN 0910 or satisfactory score on placement test. This course provides a study of paragraph development and introductory essay writing with an intense review of grammar and usage. (320108)

**ENGL 1010 – ENGLISH COMPOSITION I (3/0/3)**
Prerequisites: Successful completion of all required developmental reading courses, eligibility for DVMA 0920 or above, and a C or better in DVEN 0920 or satisfactory score on placement test. An introduction to the writing process of expository writing and critical thinking along with an introduction to library and research. Basic computer skills are required ACT SCORE OF 28 OR ABOVE PLACES THE STUDENT OUT OF ENGL 1010. (230401)



**ENGL 1020 – ENGLISH COMPOSITION II (3/0/3)**
Prerequisites: Eligibility for DVMA 0930 or above and a C or better in ENGL 1010 or satisfactory score on placement test. Development of expository writing and critical thinking with an introduction to research and literature. The focus of this course is the research paper. Basic computer skills are required for this course. (230401)

**ENGL 2110 – SHORT STORIES AND NOVELS (3/0/3)**
Prerequisites: Eligibility for MATH 1100 or higher and a C or better in ENGL 1020 or satisfactory score on placement test. General introduction to the study and appreciation of the short story and novel. (230801)

**ENGL 2120 – CHILDREN'S LITERATURE (3/0/3)**
Prerequisites: Eligibility for MATH 1100 or higher and a C or better in ENGL 1020. Close reading of children's literature to prepare students for teaching first through fifth grade in the genres of poetry, prose, and drama. (23999)

**ENGL 2150 – POETRY AND DRAMA (3/0/3)**
Prerequisites: Eligibility for MATH 1100 or above and a C or better in ENGL 1020 or satisfactory score on placement on test. General introduction to the study and appreciation of poetry and drama. (230801)

**ENGL 2200 – SURVEY OF BRITISH LITERATURE (3/0/3)**
Prerequisites: Eligibility for MATH 1100 or higher and a C or better in ENGL 1020 or satisfactory score on placement test. Study and appreciation of nonfiction, poetry, and prose by major American writers from the Colonial time to the present. (230801)

**ENGL 2210 – SURVEY OF AMERICAN LITERATURE (3/0/3)**
Prerequisites: Eligibility for MATH 1100 or higher and a C or better in ENGL 1020 or satisfactory score on placement test. Study and appreciation of nonfiction, poetry, and prose by major American writers from the Colonial times to the present. (230701)

**ENGL 2600 – ACADEMIC WRITING (3/0/3)**
Prerequisites: Eligibility for MATH 1100 or higher and a C or better in ENGL 1020 or satisfactory score on placement test. The components of the process of writing documents and academic essays to prepare students for teaching first through fifth grade. Includes instruction and practice in analyzing model essays, thinking critically, and writing essays. (239999)

**ENGL 2996 – SPECIAL TOPICS IN LITERATURE (3/0/3)**
Prerequisites: Eligibility for MATH 1100 or higher and a C or better in ENGL 1020 or satisfactory score on placement test. Selected topics in literature. This course may be repeated for credit if course content differs. (239999)

## FRENCH

**FREN 1010 – ELEMENTARY FRENCH I (3/0/3)**
Designed for students with no previous knowledge of French. Emphasizes vocabulary, sounds, and structure of the French language. This course was previously numbered FREN 1015. (160901)

## GEOGRAPHY

**GEOG 2010 – WORLD REGIONAL GEOGRAPHY (3/0/3)**
A study of the patterns of cultural characteristics and landscapes of the major world regions. (450701)

**GEOG 2020 – PHYSICAL GEOGRAPHY (3/0/3)**
Physical processes and world patterns of weather, climate, soil, vegetation, landform, and ocean phenomena. (450701)

## GEOLOGY

**GEOL 1010 – PHYSICAL GEOLOGY (3/0/3)**
An introduction to the scope of geology, concepts involved, the several branches of science, and the economic, and cultural aspects of science. Topics include minerals and rocks and their formation, the geologic process of weathering, physical agents, landforms, and their interpretation. (400601)

**GEOL 1020 – HISTORICAL GEOLOGY (3/0/3)**
The development, changes, and destruction of the land features and sea areas of the earth and the changing panorama of plant and animal life from the earth's origin to the present day. (400601)

## HEALTH AND NURSING

**HBIO 1200-HUMAN ANATOMY AND PHYSIOLOGY FOR PRACTICAL NURSING (3/1/4)**
Prerequisites: Acceptance into the Practical Nursing program. A comprehensive study of cells, tissues, structures, organ systems, and summative function of the human body as these relate to wellness or disease processes. Overview of body systems, disease states, and pathophysiology with medical terminology and laboratory component are included. Credits for this course are not transferable to the college or university level. (511613)

**HIHC 1110 - INTRODUCTION TO HEALTH CARE (2/0/2)**
In this course the student learns to establish a safe and supportive environment for the patient/resident/client through ethical and legal responsibilities, effective communication, observational skills, and safety; issues including fire safety, infection control, CPR, and personal hygiene and grooming practices. (511614)

**HIHC 1160 - PROFESSIONALISM FOR HEALTH CARE PROVIDERS (1/0/1)**
Identifying and performing skills necessary to secure employment in the health care industry and make immediate and future decisions regarding job choices and educational growth. Selected computer application skills are incorporated into this course. (511614)

**HMDT 1170 - MEDICAL TERMINOLOGY (1/0/1)**
Prerequisites: Instructor approval. Interpretation and analysis of medical terms including the combination of prefixes, root words, and suffixes to and recognize spell, utilize and pronounce medical terminology correctly. Medical abbreviations are also included. (511613)

**HNUR 1211 - NURSING FUNDAMENTALS I (1/1/2)**
Prerequisites: Acceptance into the Practical Nursing program. The fundamental concepts of nursing are introduced through theory and supervised laboratory experiences. Primary focus is on providing basic nursing skills to meet the biopsychosociocultural and spiritual needs of the patient/client in various health care settings. Infection control and safety issues are also addressed. This course also includes an introduction to the nursing process as it relates to the management of the patient/client with health alterations. (511613)

**HNUR 1150 - NUTRITION (2/0/2)**
Prerequisites: Acceptance into the Practical Nursing program. The application of basic nutritional principles related to health promotion, wellness, and essential dietary requirements across the lifespan. Emphasis is placed on the education of the patient/client and families regarding appropriate nutritional choices and therapeutic dietary modifications for management of health alterations. Consideration is given to socioeconomic and cultural differences within the global society. (511613)

**HNUR 1340 - PRACTICAL NURSING CONCEPTS (2/0/2)**
Prerequisites: Acceptance into the Practical Nursing program. Practical nursing roles, concepts, critical thinking, legal/ethical considerations, community health issues, and leadership skills within the scope of the practical nurse are presented. It expounds the role of the practical nurse, practical nursing education, and the law relating to the practice of practical nursing as defined by the Louisiana State Board of Practical Nurse Examiners (LSBPNE) and the Louisiana Revised Statutes. (511613)

**HNUR 1411 - NURSING FUNDAMENTALS II (2/1/3)**
Prerequisites: Concurrent enrollment or prior completion of HNUR 1211, HBIO 1200, APMA 1160. The fundamental concepts of nursing are expanded through theory and supervised laboratory experiences. Advanced skills are presented through the application of the nursing process to assist in the management of patient/client with health alterations throughout the lifespan. (511613)

**HNUR 1460 - PHARMACOLOGY (2/1/3)**
Prerequisites: APMA 1160, HBIO 1200, HNUR 1411. Foundations and principles of pharmacology and applications in practice are discussed in this course. Drug types, classifications, actions and interactions, side effects and adverse effects are also presented. Safe, effective drug administration and the important nursing implications and developmental considerations related to each drug. (511613)



**HNUR 2101– NURSING CARE THROUGHOUT THE LIFESPAN (2/0/2)**
Prerequisites: APMA 1160, HNUR 1211, HNUR 1411, HBIO 1200, HNUR 1150, HMDT 1170, concurrent enrollment or prior completion of HNUR 2111, HNUR 2112. This is a holistic and preventive approach to nursing care and health promotion of the individual and family throughout all developmental stages of the lifespan with an emphasis on geriatric care. Considerations related to total health of patient/client throughout dimensions of development, from birth to death, as well as assessment of the physical, mental, emotional, soci-cultural, and spiritual needs and characteristics of the whole person including health promotion and interventions are discussed. (511613)

**HNUR 2102 – NURSING CARE THROUGHOUT THE LIFESPAN CLINICAL (0/1/1)**
Prerequisites: APMA 1160, HNUR 1211, HNUR 1411, HBIO 1200, HNUR 1150, HMDT 1170, concurrent enrollment or prior completion of HNUR 2111, HNUR 2112. Advancing skills are presented through the application of the nursing process to assist in the management of patient/client with health alterations throughout the lifespan with an emphasis on geriatric care.

**HNUR 2111- MEDICAL/SURGICAL NURSING I (4/0/4)**
Prerequisites: APMA 1160, HNUR, HNUR 1411, HBIO 1200, HNUR 1150, HMDT 1170, concurrent enrollment or prior completion of HNUR 2101, HNUR 2102. Preliminary application of the nursing process as a method of individualizing patient care with emphasis on essential concepts related to the adult patient/client. Discussion of body functions including but not limited to: fluid & electrolytes, acid-base balance, cardiovascular, lymphatic, immune systems, and perioperative care. Nursing care of the adult in multiple settings will be presented with a review of anatomy and physiology, therapeutic/modified diets and pharmacological interventions for each body system addressed. (511613)

**HNUR 2112- MEDICAL/SURGICAL NURSING I CLINICAL (0/2/2)**
Prerequisites: APMA 1160, HNUR 1211, HNUR 1411, HBIO 1200, HNUR 1150, HMDT 1170, concurrent enrollment or prior completion of HNUR 2101, HNUR 2102. The student will apply the nursing process and perform practical nursing clinical skills with the patient/client in approved health care facilities under the supervision of nursing faculty. If unsuccessful in theory or clinical components, both theory and clinical must be repeated. (511613)

**HNUR 2211 MEDICAL/SURGICAL NURSING II (5/0/5)**
Prerequisites: HNUR 1411, HNUR 1460, HNUR 2111, HNUR 2112, HNUR 2101, HNUR 2102. Intermediate application of the nursing process as a method of individualizing patient care with emphasis on essential concepts related to the adult patient/client. Discussion of body functions including, but not limited to, alterations in the respiratory, gastrointestinal, endocrine and integumentary function. Care of the adult patient/client with a neoplastic disorder is also included. Nursing care of the adult in multiple settings will be presented with a review of anatomy and physiology, therapeutic/modified diets and pharmacological interventions for each body system addressed. If unsuccessful in theory or clinical components, both theory and clinical must be repeated. (511613)

**HNUR 2212 MEDICAL/SURGICAL NURSING II CLINICAL (0/3/3)**
Prerequisites: HNUR 1411, HNUR 1460, HNUR 2111, HNUR 2112, HNUR 2101, HNUR 2102. The student will apply the nursing process and perform intermediate practical nursing clinical skills with patient/client in approved health care facilities under the supervision of nursing faculty. If unsuccessful in theory or clinical components, both theory and clinical must be repeated (511613)

**HNUR 2301 - MENTAL HEALTH NURSING (3/0/3)**
Prerequisites: APMA 1160, HNUR 1460, HNUR 1150, HNUR 1340, HNUR 1411, HNUR 2111, HNUR 2112, HNUR 2101, HNUR 2102, concurrent enrollment or prior completion of HNUR 2311, HNUR 2312. This is an introduction to basic concepts of psychiatric-mental health nursing. The nursing process applied to caring for patient/client experiencing alterations in emotional, behavioral, mental, and social functioning. Integration of pharmacology and therapeutic communication are emphasized and principles of pathophysiology, lifespan and socio-cultural influences are addressed. Theories of wellness promotion are discussed. If unsuccessful in theory or clinical components, both theory and clinical must be repeated. (511613)

**HNUR 2302- MENTAL HEALTH NURSING CLINICAL (0/1/1)**
Prerequisites: APMA 1160, HNUR 1460, HNUR 1340, HNUR 1150, HNUR 1411, HNUR 2111, HNUR 2112, HNUR 2101, HNUR 2102, concurrent enrollment or prior completion of HNUR 2311, HNUR 2312. The student will apply the nursing process and perform practical nursing clinical interventions to the patient/client in mental health settings under the supervision of nursing faculty. Collaboration with health care team members and demonstration of therapeutic communication and teaching strategies are emphasized. If unsuccessful in theory or clinical components, both theory and clinical must be repeated. (511613)

**HNUR 2311 - MEDICAL/SURGICAL NURSING III (5/0/5)**
Prerequisites: APMA 1160, HNUR 1460, HNUR 1340, HNUR 1150, HNUR 1411, HNUR 2211, HNUR 2212, HNUR 2101, HNUR 2102, concurrent enrollment or prior completion of HNUR 2301, HNUR 2302. This course includes the study of advancing application of the nursing process as a method of individualizing patient care with emphasis on essential concepts related to the adult patient/client. Discussion of body functions including, but not limited to, genitourinary, reproductive, sensory, neurological, and musculoskeletal disorders. The care of the adult in multiple settings will be presented with a review of anatomy and physiology, therapeutic/modified diets and pharmacological interventions for each body system addressed with emphasis on pathophysiology, therapeutic/modified diets and pharmacological interventions. Legal responsibilities, confidentiality, safety and ethical principles along with concepts of management and supervision are also emphasized. If unsuccessful in theory or clinical components, both theory and clinical must be repeated (511613)

**HNUR 2312 - MEDICAL/SURGICAL NURSING III CLINICAL (0/4/4)**
Prerequisites: APMA 1160, HNUR 1460, HNUR 1340, HNUR 1150, HNUR 1411, HNUR 2211, HNUR 2212, HNUR 2200, HNUR 2102, concurrent enrollment or prior completion of HNUR 2301, HNUR 2302. The student will apply the nursing process and perform advanced practical nursing clinical skills with patient/client in approved health care facilities under the supervision of nursing faculty emphasizing legal/ ethical responsibilities, confidentiality, safety, leadership and management skills. If unsuccessful in theory or clinical components, both theory and clinical must be repeated (511613)

**HNUR 2401 - PEDIATRIC NURSING (4/0/4)**
Prerequisites: APMA 1160, HNUR 1211, HBIO 1200, HNUR 1460, HNUR 1330, HNUR 2311, HNUR 2312, concurrent enrollment or prior completion of HNUR 2411, HNUR 2412. Emphasis on developmentally appropriate, evidence based nursing practice for children and families including, but not limited to, the knowledge, skills, and attributes essential to providing compassionate care to meet the health needs of pediatric patient/client experiencing multiple health alterations from birth through adolescence. If unsuccessful in theory or clinical components, both theory and clinical must be repeated (511613)

**HNUR 2402 – PEDIATRIC NURSING CLINICAL (0/1/1)**
Prerequisites: APMA 1160, HNUR 1211, HBIO 1200, HNUR 1460, HNUR 1330, HNUR 2311, HNUR 2312, concurrent enrollment or prior completion of HNUR 2411, HNUR 2412. Utilizing a nursing approach, the student will perform applicable practical nursing clinical skills to maternal pediatric patient/client experiencing multiple health alterations from birth through adolescence in appropriate clinical sites under the supervision and at the discretion of practical nursing faculty. If unsuccessful in theory or clinical components, both theory and clinical must be repeated (511613)

**HNUR 2411 - MATERNAL/NEONATE NURSING (2/0/2)**
Prerequisites: APMA 1160, HNUR 1211, HBIO 1200, HNUR 1460, HNUR 1330, HNUR 2311, HNUR 2312, concurrent enrollment or prior completion of HNUR 2401, HNUR 2402. Current issues, growth and development of the childbearing family, fetal development and gestation, care of the patient/client during the antepartum, intrapartum, and postpartum periods, as well as care of the neonate is studied. Included is a review of anatomy and physiology, therapeutic/modified diets and pharmacological interventions. If unsuccessful in theory or clinical components, both theory and clinical must be repeated (511613)

**HNUR 2412 - MATERNAL/NEONATE NURSING CLINICAL (0/4/4)**
Prerequisites: APMA 1160, HNUR 1211, HBIO 1200, HNUR 1460, HNUR 1330, HNUR 2311, HNUR 2312, concurrent enrollment or prior completion of HNUR 2411, HNUR 2412. Utilizing a nursing approach, the student will perform applicable practical nursing clinical skills to maternal and neonate patient/clients during the antepartum, intrapartum, and postpartum periods in appropriate clinical sites under the supervision and at the discretion of practical nursing faculty. If unsuccessful in theory or clinical components, both theory and clinical must be repeated (511613)

**HNUR 2611 - IV THERAPY (1/0/1)**
Prerequisites: APMA 1160, HNUR 1211, HNUR 1460, HBIO 1200, or current PN license (or eligibility) in the state of Louisiana. The implications for intravenous therapy (IV Therapy) including equipment/devices used, anatomy/physiology, methods and techniques, infection control measures, safety, complications, and related issues are discussed. The role of the practical nurse related to legal and ethical considerations of intravenous therapy and supervised lab performance are integral parts of this course. (511613)



**HNUR 2621 - PROFESSIONALISM FOR PRACTICAL NURSING (1/1/2)**
Prerequisites: HNUR 2311; concurrent or prior completion of HNUR 2401, HNUR 2411. This course presents the laws, rules and regulations which govern licensure of the practical nurse in the state of Louisiana. Legal responsibilities, confidentiality, safety and ethical principles along with concepts of management and supervision are emphasized with included clinical practice. Preparations for employment are discussed including, but not limited to, evaluating job opportunities, compiling a resume, and work skills essential to the healthcare industry. (511613)

**HSCI 1060 - APPLIED NUTRITION (2/0/2)**
Prerequisites: Non-developmental placement and instructor approval. Basic nutritional information concerning to food and associated health problems are discussed with consideration to socio-economic and cultural influences. The practical application of the science of nutrition to personal and family decision-making is emphasized. (190501)

**NBAP 1120 - BASIC BODY STRUCTURE AND FUNCTION (2/0/2)**
Identification of the organs and basic functions of the human body and disorders as it relates to each system with medical terminology integrated with each. (260403)

**NRSA 1140 - SKILLS FOR NURSE ASSISTANTS (3/2/5)**
Through classroom and laboratory instruction the student learns basic nursing skills required to give bedside care to patients under the direction of a Licensed Practical Nurse or Registered Nurse. Instruction also assists the student in providing care for the patient/client or resident with specialized needs and specialized equipment. All required OBRA skills are included. At least 80 hours of basic nursing care clinical skills are performed in long-term care and acute care facilities under the direct supervision of the instructor. (511614)

**NURS 1070 – FUNDAMENTALS OF NURSING PRACTICE (2/1/3)**
Prerequisites: Acceptance into the clinical component of the nursing program and concurrent enrollment in NURS 1080. Medical terminology and fundamental concepts of nursing are introduced, as well as the nursing process including dimensions of health and health alterations, legal and ethical parameters and roles of the associate graduate. Primary focus is on providing basic nursing skills to meet the biopsychosociocultural and spiritual needs of patient/clients in various health care settings. Infection control and safety issues are also addressed. (511601)

**NURS 1080 - HEALTH ASSESSMENT FOR NURSES (2/1/3)**
Prerequisites: Acceptance into the clinical component of the nursing program and concurrent enrollment in or prior completion of NURS 1070. Introduction of nursing concepts and critical thinking processes utilized in health history, physical assessment, and management of the patient/client with health alterations throughout the lifespan. Students learn to develop skills and a systematic pattern for performing an integrated health history and physical assessment. (511601)

**NURS 1090 - PHARMACOLOGY FOR NURSES (2/1/3)**
Prerequisite: Acceptance into the clinical component of the nursing program. Foundations and principles of pharmacology and applications in practice are discussed in this course. Drug types, classifications, actions and interactions, side effects and adverse effects are also presented. Safe, effective drug administration and important nursing implications and developmental considerations related to each drug Underlying principles of actions of various drug groups, sources, physical and chemical properties, physiological actions, absorption rate, excretion, therapeutic uses, side effects, and toxicity are emphasized in this course. (511601)

**NURS 1300 - NURSING CARE OF THE ADULT WITH HEALTH ALTERATIONS I (4/2/6)**
Prerequisite: Acceptance into the clinical component of the nursing program and successful completion of HSCI 1060, NURS 1070, NURS 1080, NURS 1090. Preliminary application of the nursing process as a method of individualizing patient care with emphasis on essential concepts related to the adult patient/client are presented in classroom and clinical components of this course. Discussion of body systems and functions including, but not limited to, fluid & electrolytes, acid-base balance, lymphatic, immune, musculoskeletal, respiratory, and integumentary systems, as well as perioperative care. Nursing care of the adult in multiple settings will be presented with a review of anatomy and physiology, therapeutic/ modified diets and pharmacological interventions for each body system addressed. (511601)

**NURS 2300- NURSING CARE OF THE ADULT WITH HEALTH ALTERATIONS II (3/4/7)**
Prerequisites: Acceptance into the clinical component of the nursing program and prior completion of HSCI 1060, NURS 1090, and NURS 1300. Advanced application of the nursing processes are presented in classroom and clinical components of this course with emphasis on planning, implementing, and evaluating nursing care for adult patient/client with complex health needs in acute care settings. Discussion of body systems and functions including, but not limited to, cardiovascular, neurological, reproductive, gastrointestinal, endocrinological, genitourinary, sensory, hematological, and oncology/neoplasia. Complex nursing care of the adult will be presented with a review of anatomy and physiology, therapeutic/modified diets and pharmacological interventions for each body system addressed. (511601)

**NURS 2740 - NURSING CARE OF THE CLIENT WITH ALTERATIONS IN MENTAL HEALTH (3/1/4)**
Prerequisites: Acceptance into the clinical component of the nursing program and prior completion of NURS 1090, and NURS 1300. An introduction to the basic concepts of psychiatric-mental health nursing care as applied to the nursing process for the patient/client experiencing alterations in emotional, behavioral, mental and social functioning. Integration of pharmacology and therapeutic communication are emphasized and principles of pathophysiology, lifespan and socio-cultural influences are addressed, as well as theories of wellness, promotion of mental health, and methods of treatment associated with mental health nursing care and rehabilitation. (511601).

**NURS 2760 - NURSING CARE OF WOMEN AND NEWBORNS (3/1/4)**
Prerequisites: Acceptance into the clinical component of the nursing program, prior completion of HSCI 1060, NURS 1090, NURS 2300, and concurrent enrollment in or prior completion of NURS 2780. Current issues, fetal gestation, growth and developmental stages, and normal adaptation of the childbearing woman and family are discussed. Care of the patient/client and family during the prenatal, antepartal, intrapartal, and postpartal periods and the perinatal care of the neonate are emphasized. A review of anatomy and physiology, therapeutic/modified diets, communication skills and pharmacological interventions are included. (511601)

**NURS 2780 - NURSING CARE OF THE CHILD (3/1/4)**
Prerequisites: Acceptance into the clinical component of the nursing program, prior completion of HSCI 1060, NURS 1090, NURS 2300, and concurrent enrollment in or prior completion of NURS 2760. Emphasis on growth and developmentally appropriate evidence-based nursing practice for children and families, including, but not limited to, the knowledge, skills, and attributes essential to providing compassionate care to meet the health care needs of pediatric patient/clients experiencing multiple health alterations from birth through adolescence. Integration of pharmacology and therapeutic communication skills are emphasized, as well as, a review of anatomy and physiology, therapeutic/modified diets and developmentally appropriate interventions for child and family. (511601)

**NURS 2800 - ISSUES IN NURSING AND HEALTH CARE (1/0/1)**
Prerequisites: Acceptance into the clinical component of the nursing program, prior completion of NURS 1300, and concurrent enrollment in or prior completion of NURS 2300 and NURS 2740. This course presents definitions and roles of nursing within the changing environment of global health care. Current issues related to nursing education, practice, governance, quality improvement, and health care costs, policies and delivery systems are discussed. Challenges, collaboration, cultural diversity and legal/ethical/social issues encountered in meeting global health care needs are discussed (511601).

**PHIL 2715 - BIOETHICS (3/0/3)**
Prerequisite: Sophomore standing and prior completion of NURS 1070, NURS 1080. This course includes a multi-disciplinary overview of bioethics with an emphasis on legal/ethical issues encountered in professional nursing practice and global health care delivery. Influences of sociopolitical, intellectual, and economical issues in health care and their relationships to professional, legal/ethical principles, standards and theories are discussed.

## HISTORY

**HIST 1010 – WESTERN CIVILIZATION I (3/0/3)**
Intellectual, economic, social, and political developments as foundations and beginnings of the modern world from the ancient world to the mid-seventeenth century. (540101)

**HIST 1020 – WESTERN CIVILIZATION II (3/0/3)**
Political, intellectual, social, and economic developments in the western world from the mid-seventeenth century to the present. (540101)



**HIST 1500 – WORLD HISTORY I (3/0/3)**
Political, intellectual, social, and economic developments in world history from ancient world to 1500. This course was previously numbered HIST 1505. (540101)

**HIST 1510 – WORLD HISTORY II (3/0/3)**
Political, intellectual, social and economic developments in world history 1500 to present. (540101)

**HIST 2010 – AMERICAN HISTORY I (3/0/3)**
American history from the earliest times to 1876. (540101)

**HIST 2020 – AMERICAN HISTORY II (3/0/3)**
American history from 1876 to the present. This course was previously numbered HIST 2560. (540101)

## INTEGRATED PRODUCTION TECHNOLOGY

**IPTN 1030 – PROCESS DIAGRAMS (3/0/3)**
Course topics include identification and application of electrical, piping, instrumentation, mechanical and process drawings used in job planning. Identification of lines, symbols, lean symbols; Interpretation of views, dimensions, and tolerances. Includes P&ID, PFD, safe Charts, PE&I, electrical and electrical one-line drawings. (150903)

**IPTN 1050 – PETROLEUM COMPUTATIONAL METHODS (3/0/3)**
Computational methods and Software used to solve problems in the petroleum industry. (150903)

**IPTN 1100 – APPLIED ELECTRICITY AND ELECTRONICS (2/1/3)**
Introduces the concepts of electricity: Direct and Alternating currents, Ohm's Law, magnetism, series and parallel circuits, meters, solid-state devices, transistor circuits, digital electronics and PLC's. The NEC and marine electricity topics will be covered. (150903)

**IPTN 1210 – INDUSTRIAL INSTRUMENTATION I (2/1/3)**
An introductory course focusing on the concepts of automatic control and the instruments used to sense, measure, transmit and control production and pipeline processes. Participants also study instrument symbols, terminology, controllers, regulators, control loops, P&ID and other instrumentation drawings. (150903)

**IPTN 1220 – INDUSTRIAL INSTRUMENTATION II (2/1/3)**
A continuation of Industrial Instrumentation I with emphasis on control schemes, switches, annunciators, signal conversion and transmission, digital control systems, programmable logic control systems, and distributed control systems. Instrumentation I & II include pneumatic, electronic, digital and mechanical controls and systems. (150903)

**IPTN 1310 – IPT EQUIPMENT I (2/1/3)**
Includes the fundamentals and operation of the integrated diesel, diesel electric, electric, pneumatic, and hydraulic power and control systems used in production and pipeline operations. Course topics also include piping, tubing, hoses, fittings, valves and pumps. (150903)

**IPTN 1320 – IPT EQUIPMENT II (2/1/3)**
The course is a continuation of IPT Equipment I and includes compressors, turbines, tanks, vessels, and the other specialized equipment used in production and pipeline operations. Other topics include vibration analysis, unit alignment, maintenance, troubleshooting and repair of equipment and controls. (150903)

**IPTN 1400 – FLUID MECHANICS (1/2/3)**
Includes a study of measurements, properties, principles of fluid flow, calculations, calibrations and standards for oil and gas and related monitoring equipment. Force and acceleration, energy and momentum, sound and electromagnetic radiation and measurement conversions are also included. (150903)

**IPTN 1500 – OFFSHORE SAFETY AND COMPLIANCE (2/1/3)**
A study of MMS, OSHA, DOT and USCG standards and regulations applicable to production and pipeline operations is included. Other topics include safety inspections, audits, incident investigations, emergency evacuations, record keeping and environmental awareness. (150903)

**IPTN 1600 – OIL AND GAS PRODUCTION I (2/1/3)**
Provides an overview of the job requirements for an oil and gas production technician. Focuses on operation of the equipment and systems used in oil and gas production. Wellhead, emulsion separation systems, heat and chemical treatment systems are included topics. (150903)

**IPTN 1610 – OIL AND GAS PRODUCTION II (2/1/3)**
Builds upon the concepts of Oil and Gas Production I and progresses through compression systems, dehydration systems, produced water treatment and handling artificial lift and enhanced recovery techniques, pumping systems, transportation systems, and environmental factors. (150903)

**IPTN 2000 – PLANNING AND MANAGEMENT (3/1/4) (same as TECH 2000)**
Introduces effective communication skills, team collaboration, decision-making process, and quality control. Planning, scheduling, performance management, safety planning, facility economics, security, conflict management, and leadership skills are also covered. Includes practical exercises utilizing oil and gas activities. (150903)

**IPTN 2100 – INTRODUCTION TO DEEP WATER SYSTEMS AND TECHNOLOGY (2/1/3)**
An introductory study of the concept of deep-water exploration, production, and transportation of oil and gas. The course will provide an introduction to the special equipment, systems, abnormal; operating conditions, and operations of deep-water production facilities. Topics include sub-sea wellhead and production systems, ROVs UTAs, UWILD inspections, gas-lift optimization, chemical injections, hydrates, operation of sub-sea wells, and safety and control systems required for deep-water production and facilities. (150903)

**IPTN 2200 – PRODUCTION SAFETY SYSTEMS (3/0/3)**
A study of the installation, operation, inspection, testing, and maintenance of the safety devices and production equipment used on offshore platforms. Topics include flow, pressure, temperature and level sensors, gas and fire detection devices, surface and sub-surface safety valves. (150903)

## KEYBOARDING

**KYBD 1001 – BASIC KEYBOARDING (3/0/3)**
An introduction to basic keyboarding terminology and touch typing. Emphasis is placed on speed, accuracy, and correct techniques. (110601)

**KYBD 1110 – INTRODUCTION TO KEYBOARDING (3/0/3) or (1/2/3)**
Prerequisite: KYBD 1001 or meet a goal of 25 wpm with 3 or less errors on a 3-minute timing test. (See a business instructor for information on the timing test.) An introduction to basic keyboarding terminology and touch typing. Emphasis on speed, accuracy, and correct techniques. Preparation of letters, reports, and tables. (110601)

**KYBD 1210 – INTERMEDIATE KEYBOARDING (3/0/3) or (1/2/3)**
Prerequisite: KYBD 1110. Emphasis on computer keyboarding with increased speed and accuracy. Proper formatting of business documents, tables, and financial statements, correspondence, and creating forms. Spring only. (110602)

**KYBD 1310 – ADVANCED KEYBOARDING (3/0/3) or (1/2/3)**
Prerequisites: KYBD 1210 and CINS 1450. Continued development and application of intermediate keyboarding ability and proper usage of word processing commands. Emphasis on integrated office projects for various types of businesses. Fall only. (110602)

## LIBRARY RESEARCH

**LIBR 1000 – LIBRARY RESEARCH (1/0/1)**
The course is designed to provide instruction in research and technology for retrieving, analyzing, evaluating and using information resources.

## MACHINE TOOL TECHNOLOGY

**MTTC 1110 - ORIENTATION AND SAFETY (1/0/1)**
Overview of the Industrial Machine Shop Industry, safety, and health information, and general shop procedures. (480501)



**MTTC 1130 – MACHINE TRADES PRINT READING (3/0/3)**
Identifying types and uses of blueprints, identifying lines, and interpreting views, dimensions and tolerances. (480501)

**MTTC 1210 - MACHINE SHOP THEORY I (4/0/4)**
Use of layout tools, precision measuring tools, hand tools, metals, and grinding wheels. Identify types and uses of drill presses, parts and controls. Learning proper use, speeds and feeds, and drilling and tapping. (480501)

**MTTC 1231 – BENCHWORK/DRILL PRESS (0/4/4)**
Manufacture mechanical parts using layout tools, precision measuring tools. Cut stock with hand and power hacksaws, and sharpen drill bits. Manufacture mechanical parts using drilling, boring, and tapping operations. (480501)

**MTTC 1310 - MACHINE SHOP THEORY II (6/0/6)**
Prerequisites: MTTC 1210 or approved equivalent. Identifying types of lathes, accessories, parts and controls. Learning to face, turn, knurl, and calculate proper feeds and speeds. Learn drilling, reaming, boring, and taper turning operations. Learn thread cutting calculations on several types of thread forms, including associated tool geometry. (480501)

**MTTC 1341 - BASIC LATHE (0/6/6)**
Sharpen cutting tools. Manufacture mechanical parts using turning, facing, drilling and reaming operations. Manufacture mechanical parts using boring and counterboring operations, steadyrest, and followrest setups, filing and polishing operations. Manufacture mechanical parts using knurling, taper, and thread operations. (480501)

**MTTC 1410 - MACHINE SHOP THEORY III (6/0/6)**
Prerequisites: MTTC 1210 or approved equivalent. Identifying types of milling machines, accessories, parts, and controls. Learning to mill to length, squaring part, milling set-ups, associated cutting tool, and calculate proper feeds and speeds. Learn keyway and indexing calculation and associated set-ups. Grinding machined parts, performing wheel dressing and maintenance, proper uses of surface grinders, and performing precision grinding operations. Identification and use of powdered metals and metalizing, hydraulic and arbor presses and accessories. (480501)

**MTTC 1441 - BASIC MILL (0/3/3)**
Realign Vertical Milling head. Square up milling vise. Manufacture 3-D parts using a milling process. Cut a key-seats. Manufacture mechanical parts that include gang milling, indexing, and angular milling procedures.
Manufacture mechanical parts that include slot cutting, indexing, and pocket milling procedures using a combination of lathe and milling operations. (480501)

**MTTC 2531 - PRECISION GRINDING / FORMING SHAPING (0/2/2)**
Perform set-up operations, wheel dressing, and grinding of machined parts. Manufacture and assembly of precision machine parts using hydraulic and arbor presses. (480501)

**MTTC 2631 - ADVANCED MACHINING (0/6/6)**
Perform precision cutting of tapers, advanced threading operations, multi-lead threading, and other advanced cutting operations. Perform multi-angular set-ups, gear cutting, advanced indexing operations and other advanced cutting operations. (480501)

**MTTC 2710 - CNC - (3/0/3)**
Identify coding used in CNC technology. (480501)

**MTTC 2711 - CNC LAB - (0/3/3)**
Write CNC programs. Install and operate CNC machinery. (480501)

## MARINE (CREDIT/LICENSE COURSES)

**MRNE 1010 - MASTER 100 TONS**
Any applicant successfully completing this 90.5-hour Master Not More Than 100 Gross Tons course and presenting this Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the examination requirements of 46 CFR 10.205(i) for original issuance or 46 CFR 10. 209(c) (iii) for renewal and 46 CFR 10.209 (f) for reissuance of a license as Master of Steam or Motor Vessels of Not More Than 100 Gross tons (except oceans).

**MRNE 1110 - UPGRADE MASTER 100 TONS TO MASTER 200 TONS**
Any applicant successfully completing this 39-hour Upgrade Master Not More Than 100 Gross Tons to Master Not More Than 200 Gross Tons course and presenting this Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training will satisfy the exam requirements of 46 CFR 10.207 for upgrade of a license from Master Not More Than 100 Gross Tons Near Coastal to Master Not More Than 200 Gross Tons Near Coastal.

**MRNE 1120 - MASTER 200 TONS**
Any applicant successfully completing this 106.5-hour Master Not More Than 200 Gross Tons course and presenting this Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the examination requirements of 46 CFR 10.205(i) for original issuance or 46 CFR 10. 209(c) (iii) for renewal and 46 CFR 10.209(f) for reissuance of a license as Master or Mate of Steam or Motor Vessels of Not More Than 200 Gross tons (except oceans).

**MRNE 1150 - APPRENTICE MATE (STEERSMAN)**
Any applicant successfully completing this 102-hour Apprentice Mate (Steersman) course and presenting this Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the following: (1) examination requirements 46 CFR 10.205(i) for original issuance or 46 CFR 10. 209(c) (iii) for renewal of a license as Apprentice Mate (Steersman) of Towing Vessels (Near Coastal); --OR-- (2) 46 CFR 10.205(i) for original issuance or 46 CFR 10. 209(c) (iii) for renewal of a license as Master of Towing Vessels (Near Coastal) provided that they also provide evidence of service in the towing industry before May 21, 2001, AND that the requirements of 46 CFR 10.464(h) are also met.

**MRNE 1160 - OPERATOR OF UNINSPECTED PASSENGER VESSELS (OUPV)**
Any applicant successfully completing this 65 hour OUPV course and presenting this Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training will satisfy the examination requirements of 46 CFR 10.205(i) for original issuance, 46 CFR 10.209(c) (iii) for renewal and 46 CFR 10.209(f) for reissuance of a license as Operator of Uninspected Passenger Vessels (Near Coastal).

**MRNE 1220 - CELESTIAL NAVIGATION (OPERATIONAL LEVEL)**
Any applicant successfully completing this 84 hour Celestial Navigation course will satisfy EITHER the Celestial Navigation training requirements for certification as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC); OR if presented WITHIN ONE YEAR of the completion of training, the Celestial Navigation problems examination requirements to increase the scope of a license as Mate 500/1600 Gross Tons from Near Coastal to Oceans OR if presented WITHIN ONE YEAR of the completion of training, the Celestial Navigation problems examination requirements to increase the scope of a license as Master 500/1600 Gross Tons from Near Coastal to Oceans. This course will NOT satisfy the Navigation General or Deck & Navigation General examination requirements to increase the scope of a license as Mate or Master 500/1600 Gross Tons from Near Coastal to Oceans.

**MRNE 1230 - ABLE SEAMAN**
Any applicant successfully completing this 44-hour Able Seaman course and who presents this Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the written examination requirements of 46 CFR 12.05-9 for the "Deck and Navigation General / Deck Safety" and "Deck General and Safety / Rules of the Road" exam modules for any Able Seaman endorsement; AND the practical (knot-tying) examination requirements of 46 CFR 12.05-9 for any Able Seaman endorsement. Ratings Forming Part of a Navigational Watch (ZMAR 1103), Proficiency in Survival Craft (MRNE 1320), and Basic Safety Training (MRNE 1510) are United States Coast Guard required courses for Able Bodied Seaman ratings higher than OSV.

**MRNE 1320 - PROFICIENCY IN SURVIVAL CRAFT**
Any applicant successfully completing this 30-hour Proficiency in Survival Craft course will satisfy the Survival Craft training requirements of Section A-VI/2 and Table A-VI/2-1 of the STCW Code and 46 CFR 12.10-3(a)(6) for any endorsement as Lifeboatman; AND if presented WITHIN ONE YEAR of the completion of training, the written and practical examination requirements of 46 CFR 12.10-5 for a Lifeboatman endorsement and the written "Survival Craft" examination requirements for service on vessels not equipped with lifeboats.



**MRNE 1340 - RULES OF THE ROAD**
Any applicant successfully completing this 19-hour Rules of the Road course with a passing grade of at least 90% will receive 5 days sea service credit towards a near coastal or oceans license restricted to service upon vessels not more than 200 gross tons (domestic) or any license restricted to service upon Great Lakes or inland waters. This sea service credit may not exceed limits specified by law and may not be used to satisfy any recent requirements or requirements for service on specific routes or types of vessels.

**MRNE 1370 – MARINE RADIO OPERATOR PERMIT**
Any applicant successfully completing this one-day course, including passing an FCC examination, will receive a license from the Federal Communications Commission authorizing the use of the ship's radio.

**MRNE 1380 - VISUAL COMMUNICATIONS (FLASHING LIGHT)**
Any applicant successfully completing this 2-day Visual Communications (Flashing Lights) course will satisfy the practical signaling examination requirements (flashing light) of 46 CFR 10.401(h) if presented WITHIN ONE YEAR of the completion of training; AND will be considered to have successfully demonstrated the equivalent of assessment OICNW-4-1A from the National Assessment Guidelines for Table A-II/1 of the STCW Code. Applicants who successfully complete this course need not present a completed "Control Sheet" for this assessment in application for STCW certification.

**MRNE 1390 - RADAR OBSERVER (UNLIMITED)**
Any applicant successfully completing this 5-day Radar Observer (Unlimited) course, including successful demonstration of all practical assessments, will satisfy the requirements of 46 CFR 10.480 for an endorsement as Radar Observer (Unlimited) and the radar training requirements for certification as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC). The practical assessments conducted in this course will be accepted as the equivalent of the following assessments from the National Assessment Guidelines for Table A-II/1 of the STCW Code: OICNW-1-2B; OICNW-1-2C; OICNW-3-1A; OICNW-3-1B; OICNW-3-1C; OICNW-3-1D; OICNW-3-1E; OICNW-3-1F; OICNW-3-1G; OICNW- 3-1H; OICNW-3-1I; OICNW-3-1J; and OICNW-3-1K. Applicants who successfully complete this course need not present completed "Control Sheets" for these assessments in application for STCW certification.

**MRNE 1391 - RADAR OBSERVER RECERTIFICATION**
Any applicant successfully completing this 1-Day Radar Observer Recertification course will satisfy the requirements of 46 CFR 10.480(d) for renewal of any Radar Observer endorsement.

**MRNE 1400 – ARPA**
Any applicant successfully completing this 32-hour Automatic Radar Plotting Aids (ARPA) course, including successful demonstration of all practical assessments, will satisfy the ARPA training requirements for certification as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC) and of 46 CFR 10.205(m)(1). The practical assessments conducted in this course will be accepted as the equivalent of the following assessments from the National Assessment Guidelines for Table A-II/1 of the STCW Code: OICNW-3-2A; OICNW-3-2B; OICNW-3-2C; OICNW-3-2D; OICNW-3-2E; OICNW-3-2F; OICNW- 3-2G; OICNW-3-2H; OICNW-3-2I; OICNW-3-2J; OICNW-3-2K; OICNW-3-2L; and OICNW-3- 2M. Applicants who have successfully completed your course need not present completed "Control Sheets" for these assessments in application for STCW certification.

**MRNE 1510 – STCW BASIC SAFETY TRAINING**
Any applicant successfully completing this 40-hour STCW Basic Safety Training course will satisfy the following:

1. Personal Safety and Social Responsibilities training requirements of Section A-VI/1 and Table A-VI/1-4 of the STCW Code and 46 CFR 10.205(l)(4)
2. Personal Survival Techniques training requirements of Section A-VI/1 and Table A-VI/1-1 of the STCW Code and 46 CFR 10.205(l)(1) AND the survival suit and survival craft training requirements of 46 CFR 10.470(b)(2)(ii) 10.470(d)(2)(ii), 10.470(f)(2)(ii), 10.470(h)(2)(i), 10.472(a)(2)(ii), and 10.474(a)(2)(ii)
3. Basic Safety Fire Prevention and Fire Fighting training requirements of Section A-VI/1 and Table A-VI/1-2 of the STCW Code and 46 CFR 10.205(l)(2); --AND-- (2) the Basic Fire Fighting training requirements of 46 CFR 10.205(g) and 10.401(g)(1) for a license; --AND-- (3) the Fire Fighting training requirements of 46 CFR 13.113(d)(2)(i)(A), 13.113(e)(1)(i)(A) or (B), 13.201(e), 13.301(e), 13.401(d) or 13.501(e) for any tankerman endorsement
4. (1) the Basic Safety - Elementary First Aid training requirements of Section A-VI/1 and Table AVI/ 1-3 of the STCW Code and 46 CFR 10.205(l)(3); --AND-- (2) if presented WITHIN ONE YEAR of the date of training, the First Aid and CPR training requirements of 46 CFR 10.205(h)(1)(ii) and 10.205(h)(2)(iii) for original issuance of a license

**MRNE 1511 - PERSONAL SURVIVAL TECHNIQUES**
Any applicant successfully completing this 12-hour Personal Survival Techniques course will satisfy the Personal Survival Techniques training requirements of Section A-VI/1 and Table A-VI/1-1 of the STCW Code and 46 CFR 10.205(l)(1) AND the survival suit and survival craft training requirements of 46 CFR 10.470(b)(2)(ii) 10.470(d)(2)(ii), 10.470(f)(2)(ii), 10.470(h)(2)(i), 10.472(a)(2)(ii), and 10.474(a)(2)(ii).

**MRNE 1512 - PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES**
Any applicant successfully completing this 4-hour Personal Safety and Social Responsibilities course and presenting your Certificate of Training at a Regional Exam Center will satisfy the Personal Safety and Social Responsibilities training requirements of Section A-VI/1 and Table A-VI/1-4 of the STCW Code and 46 CFR 10.205(l)(4).

**MRNE 1513 - FIRST AID AND CPR**
Any applicant successfully completing this 12-hour First Aid and CPR course will satisfy: (1) the Basic Safety - Elementary First Aid training requirements of Section A-VI/1 and Table AVI/ 1-3 of the STCW Code and 46 CFR 10.205(l)(3); --AND-- (2) if presented WITHIN ONE YEAR of the date of training, the First Aid and CPR training requirements of 46 CFR 10.205(h)(1)(ii) and 10.205(h)(2)(iii) for original issuance of a license.

**MRNE 1514 - BASIC FIRE FIGHTING**
Any applicant successfully completing this 16 hour Basic Fire Fighting course will satisfy: (1) the Basic Safety Fire Prevention and Fire Fighting training requirements of Section A-VI/1 and Table A-VI/1-2 of the STCW Code and 46 CFR 10.205(l)(2); --AND-- (2) the Basic Fire Fighting training requirements of 46 CFR 10.205(g) and 10.401(g)(1) for a license; –AND-- (3) the Fire Fighting training requirements of 46 CFR 13.201(e), 13.301(e), 13.401(d) or 13.501(e) for any tankerman endorsement.

**MRNE 1515 - FISHING VESSEL DRILL INSTRUCTOR**
Any applicant who successfully completes this 8 hour course is prepared to conduct drills and provide instructions for crews of fishing vessels. It meets the requirements set forth in CFR 46.28.270 (a) and (c).

**MRNE 2010 – 500 GT MATE**
Self-paced course that is designed to prepare a mariner for the Coast Guard 500 GT Mate Near Coastal (OSV) or 500 GT Mate Near Coastal (non Trade Restricted) license examination.

**MRNE 2020 – 500 GT MASTER**
Self-paced course that is designed to prepare a mariner for the Coast Guard 500 GT Master Near Coastal (OSV) or 500 GT Master Near Coastal (non Trade Restricted) license examination.

**MRNE 2030 – 1600 GT MATE**
Self-paced course that is designed to prepare a mariner for the Coast Guard 1600 GT Mate Near Coastal (non Trade Restricted) license examination.

**MRNE 2040 – 1600 GT MASTER**
Self-paced course that is designed to prepare a mariner for the Coast Guard 1600 GT Master Near Coastal (non Trade Restricted) license examination

**MRNE 2100 – 3RD MATE UNLIMITED**
Self-paced course that is designed to prepare a mariner for the Coast Guard 3rd Mate Unlimited license examination.

**MRNE 2200 – 2ND MATE UNLIMITED**
Self-paced course that is designed to prepare a mariner for the Coast Guard 2nd Mate Unlimited license examination.

## MARINE DIESEL ENGINE TECHNOLOGY

**DESL 1120 – SAFETY SKILLS AND INTRO TO DIESEL ENGINES (2/1/3)**
Basic safety information needed to prepare individuals entering the workforce with an introduction to the occupation of diesel technicians, safety, tools, test equipment, fasteners, bearings, and seals. Laboratory work requires using tools and fasteners. (470605)



**DESL 1130 – DIESEL ENGINE PARTS IDENTIFICATION AND OPERATING PRINCIPLES (2/2/4)**
Prerequisite: DESL 1120. An introduction to the design and construction of diesel engines and identification of diesel engine parts. (470605)

**DESL 1140 – ENGINES (1/3/4)**
Prerequisite: DESL 1130. The disassembly, inspection and evaluation, repair and reassembly of engines. (470605)

**DESL 1150 – ENGINE DIAGNOSTICS (1/2/3)**
Prerequisite: DESL 1140. The performance of preventive maintenance on diesel engines, diagnosis of engine malfunctions, performance of tune-ups using related service manuals and test equipment. (470605)

**DESL 1210 – BASIC DIESEL ELECTRICAL SYSTEMS (2/1/3)**
Electrical safety practices; tool use; connecting and disconnecting techniques; direct current symbols, components, and schematics; principles of DC voltage and current; Ohm's Law; and troubleshoot, repair, and calibrate electrical/electronic systems. (470605)

**DESL 1220 – ADVANCED DIESEL ELECTRICAL SYSTEMS (2/1/3)**
Prerequisite: DESL 1210. The study of DC resistance and conductors, principles of DC circuits, fundamentals of alternating current and semiconductors, basic electronic circuits, and digital electronics. (470605)

**DESL 1231 – DIESEL ENGINE CONTROL SYSTEMS (1/2/3)**
Prerequisite: DESL 1220. The identification of types of governors, functions, and classifications, the disassembly inspection reassembly, and testing of governors according to manufacturer's specifications, and the applications of electronic engine controls, types, and functions. (470605)

**DESL 1240 – DIESEL ENGINE FUEL SYSTEMS (1/2/3)**
The identity of type and functions of fuel injectors, nozzles, and unit injectors; troubleshooting, replacing injectors and nozzles, the identify of types, parts, functions, operation, and uses of various fuel injection pumps, electronic metering systems and electronic unit injectors. (470605)

**DESL 1500 – BASIC HYDRAULICS (2/1/3)**
The principles of basic hydraulic systems and troubleshooting hydraulic systems including the use of schematics and control diagrams. Also included are the disassembly and assembly of hydraulic components and the application of safety rules and regulations. (470605)

**DESL 2500 – ADVANCED HYDRAULICS (1/2/3)**
Prerequisite: DESL 1500. The principles of advanced hydraulic systems, troubleshooting and application of open-centered and closed-centered systems, close-centered load sensing, variable displacement pump, positive displacement pump, hydrostatic systems, and electro hydraulic systems. (470605)

**MWELD 2230 – BASIC WELDING FOR MECHANICS (1/1/2)**
Practical experience in the use of oxyacetylene and shielded arc welding of steel plate in the flat position and an introduction of oxyacetylene/cutting procedures is also included. (480508)

**MDET 2210 – ENGINE MOUNTING AND ALIGNMENT (2/1/3)**
Prerequisite: DESL 1140. The major issues involved in mounting an engine in a vessel. (470616)

**MDET 2220 – DRIVE SYSTEMS (2/1/3)**
Prerequisite: MDET 2210. The theory of operation and application of various drive systems. (470616)

**MDET 2230 – GEARS AND ENGINE COUPLINGS (2/2/4)**
Prerequisite: MDET 2210. Principles of marine gears, marine gear clutches, and engine couples. (470616)

**MDET 2310 – MARINE AIR INTAKE AND EXHAUST SYSTEMS (0/1/1)**
The design of air intake systems and both wet and dry exhaust systems. (470616)

**MDET 2320 – MARINE COOLING SYSTEMS (0/1/1)**
Prerequisite: DESL 1140. The design and operation of both heat exchanger and keelcoolers. (470616)

**MDET 2700 – THE VESSEL (4/0/4)**
Issues and procedures following the installation of a diesel engine in a sea going vessel including ship and water safety issues. (470616)

## MATHEMATICS

**APMA 1010 – GENERAL MATHEMATICS (3/0/3)**
This course covers the basic concepts of algebra, geometry, and trigonometry. Emphasis is placed on computations involving basic algebraic expressions, simple linear equations, basic geometric principles, and solution of right triangle problems. Scientific calculator required. (270101) Fall Only.

**APMA 1030 – BUSINESS MATH (3/0/3)**
Prerequisite: Eligibility for DVMA 0920. A study of various business-related mathematical processes, principles, and techniques used to solve business problems with a calculator. (270101)

**APMA 1040 – APPLIED ALGEBRA (3/0/3)**
Prerequisite: Satisfactory score on placement test. Algebraic essentials including basic linear equations and inequalities and their graphs, systems of equations, evaluating radicals, and the quadratic formula. Applications to technical fields of study are emphasized. Scientific calculator required. (270101) Fall only.

**APMA 1050 – APPLIED TRIGONOMETRY (3/0/3)**
Prerequisite: C or better in DVMA 0920 or APMA 1040 or satisfactory score on placement test. Topics in trigonometric functions, right triangles, trigonometric identifies, radian measures, graphs, and oblique triangles. Applications to technical fields of study are emphasized. Scientific calculator required. Credit will not be given for both APMA 1050 and MATH 1110. (270101) Spring only.

**APMA 1160 – MEDICAL MATH (2/0/2)**
Prerequisites: Acceptance into the clinical component of the associate of science nursing program or acceptance into the practical nursing program. A study of fundamental math concepts including whole numbers, fractions, decimals, percentages, measurements, and U. S. Standard and metric conversions as it applies to drug and dosage calculations. Also included are roman numerals, ratios and proportions, and simple equations. (511613)

**DVMA 0910 – BASIC MATHEMATICS (3/0/3)**
Percents, integers, rational numbers, variable expressions, basic equations, Pythagorean Theorem. Scientific calculator required. (320104)

**DVMA 0920 – ELEMENTARY ALGEBRA (6/0/6)**
Prerequisite: C or better in DVMA 0910 or permission of department head; Corequisite: MLAB 0920. Basic algebraic expressions; exponents; linear equations in one variable; polynomials and polynomial equations in one variable; rational expressions; linear inequalities in one variable. Scientific calculator required. (320104)

**DVMA 0930 – INTERMEDIATE ALGEBRA (3/0/3)**
Prerequisite: C or better in DVMA 0920 or satisfactory score on placement test; Corequisite MLAB 0930. Polynomials and polynomial equations in one variable; absolute value equations; rational expressions and equations; radical expressions and equations; linear inequalities in one variable; linear equations in two variables; functions and their graphs; systems of two linear equations. Graphing calculator required; any type of TI 83 or TI 84 is acceptable. (320104)

**MATH 1100 – COLLEGE ALGEBRA (3/0/3)**
Prerequisites: Successful completion of all required developmental reading courses and a C or better in DVMA 0930 or satisfactory score on placement test. A study of linear equations and inequalities, linear application, systems of linear equations, functions and graphs, higher-order polynomial functions, exponential and logarithmic functions. A graphing calculator is required; any type of TI 83 or TI 84 is acceptable. ACT SCORE OF 23 OR ABOVE PLACES THE STUDENT OUT OF MATH 1100. Credit will not be given for both MATH 1100 and APMA 1040. (270101)



**MATH 1110 – TRIGONOMETRY (3/0/3)**
Prerequisite: C or better in MATH 1100 or satisfactory score on placement test. Trigonometric functions and identities, inverse trigonometric functions, graphs, solving triangles and equations, complex numbers, and polar coordinates. A graphing calculator is required; any type of TI 83 or TI 84 is acceptable. Credit will not be given for both MATH 1110 and APMA 1050. ACT SCORE OF 27 OR HIGHER PLACES THE STUDENT OUT OF MATH 1110. (270101)

**MATH 2010 – CALCULUS WITH BUSINESS AND ECONOMIC APPLICATIONS (3/0/3)**
Prerequisite: C or better in MATH 1100 or satisfactory score on placement test. A study of functions, intuitive limits, derivatives, applications of derivatives, and mathematics of finance. (270101)

**MATH 2100 – ELEMENTARY STATISTICS (3/0/3)**
Prerequisites: C or better in MATH 1100 or satisfactory score on placement test. Organizing data, averages and variations, stem-and-leaf and box plots and their graphical presentations of data, conducting experiments, elementary probability theory. A graphing calculator is required; any type of TI 83 or TI 84 is acceptable. (270101)

**MLAB 0920 – SUPPLEMENTAL INSTRUCTION IN ELEMENTARY ALGEBRA (3/0/3)**
Co-requisite: Enrollment in a corresponding elementary algebra (DVMA 0920) section. Supplemental instruction in elementary algebra. This course will be taught in conjunction with specially designated elementary algebra sections. Course is graded S/U. (270101)

**MLAB 0930 – SUPPLEMENTAL INSTRUCTION IN INTERMEDIATE ALGEBRA (3/0/3)**
Co-requisite: Enrollment in a corresponding intermediate algebra (DVMA 0930) section. Supplemental instruction in intermediate algebra. This course will be taught in conjunction with specially designated intermediate algebra sections. Course is graded S/U. (270101)

**MLAB 1100 – SUPPLEMENTAL INSTRUCTION IN COLLEGE ALGEBRA (3/0/3)**
Co-requisite: Enrollment in a corresponding college algebra (MATH 1100) section is required. Supplemental instruction in college algebra is required for students with an 18 or 19 on the enhanced ACT. This course will be taught in conjunction with specially designated college algebra sections. Course is graded S/U. (270101)

## MUSIC

**MUSC 1010 – MUSIC APPRECIATION (3/0/3)**
An introductory survey course covering principal musical styles and literature. Students will have reading assignments as well as music listening assignments and an individual music project. (500902)

**MUSC 2010 – INTRODUCTION TO ROCK MUSIC (3/0/3)**
Prerequisite: Completion of all developmental courses. This is a survey course that traces the roots of rock 'n roll from its origins in blues and rock 'a billy to present day styles. The course will also look at the cultural, economic, and social influences that shaped this American musical genre. Students will have music listening assignments and an individual music project. This course satisfied the requirement for a humanities or fine arts elective. (500902)

## NAUTICAL SCIENCE

**NAUT 1010 – ORIENTATION**
This is an introduction and orientation to the Marine Operations department core Co-op Program. Discussion of vessels, rigs, and crews of the inland, near-coastal, and sea-going routes will be deliberated. (CORE)

**NAUT 1040 – DECK OPERATIONS AND CREW RESPONSIBILITIES (1/.5/1.5)**
Basic hand tools, surface preparation, painting, housekeeping safe food handling, personal hygiene, anger management, conflict resolution, and other topics appropriate to Ordinary Seaman are examined. (CORE)

**NAUT 1050 – BASIC SEAMANSHIP (INCLUDES RFPNW) (1/.5/1.5)**
This course covers prerequisites of deckhand positions, training for performing duties of a lookout, and an overview of helm commands. It also includes an overview of nautical terminology, Rules of the Road, aids to navigation, anchoring and mooring, cargo handling, vessel sanitation, pollution prevention, safety, security awareness, and Ratings Forming Part of a Navigational Watch. (CORE)

**NAUT 1060 – BASIC ENGINEERING PRINCIPLES (1/.5/1.5)**
This course provides basic training for all those working on board vessels (both deck and engineering departments) and provides a foundation for Qualified Members of the Engine Department (QMED) ratings. This course includes training in tools and instruments, tubing, piping, valves, vessel propulsion, electric, fuel, water, and stored energy systems. (CORE)

**NAUT 1070 – SMALL BOAT HANDLING AND PROFICIENCIES IN SURVIVAL CRAFT (1/.5/1.5)**
This is a Coast Guard approved course meeting the requirements of STCW for certification required of most persons working aboard vessels offshore. This course includes training in personal floatation devices, buoyant apparatus, rigid life floats, inflatable life rafts, and lifeboats. This course also incorporates practical training and operation of lifeboats under oars, small vessel handling, and maneuvering as it pertains to the offshore and inland maritime industries. (CORE)

**NAUT 1100 – LINES AND LINE HANDLING (1/.5/1.5)**
Lines, line handling (i.e., throwing lines, making them fast to bitts, bollards, cleats, etc.) and equipment employed aboard various vessels are the foci of this course. Topics of discussion include winches, capstans, shackles, rings, wires, chains, lock lines, mooring lines, hawsers, bridle legs, steamboat ratchets, jewelry, knots, splices, bends, hitches and their uses as it applies to various vessels (e.g., deep sea, oilfield support, fishing, towing vessels, etc.) Demonstrations of proficiency are required for successful completion of this course. (CORE)

**NAUT 1110 – SEAMANSHIP 1 (RULES OF THE ROAD) (.5/.5/1)**
This course is comprised of NAUT 1211, Rules of the Road, and NAUT 2511, Rules of the Road II. (490309)

**NAUT 1120 – SEAMANSHIP 2 (GENERAL NAVIGATION (3/2/5)**
Prerequisite: NAUT 1110. This course is comprised of NAUT 1213, General Navigation I, NAUT 1413, General Navigation II, NAUT 2513, General Navigation III, and NAUT 1415, Introduction to Coastal Navigation and Piloting. (490309)

**NAUT 1130 – SEAMANSHIP 3 (GENERAL DECK AND SAFETY) (3/1/4)**
Prerequisite: NAUT 1120. This course is comprised of NAUT 1212, General Deck and Safety I, NAUT 1412, General Deck and Safety II, and NAUT 2512, General Deck and Safety III. Credit for NAUT 1110, NAUT 1120, and NAUT 1130 courses will be awarded to holders of USCG Mate/Master 100 Ton licenses.

**NAUT 1200 – ABLE BODIED SEAMANSHIP (1/.5/1.5)**
Proficiencies that must be accomplished to achieve this certification are knowledge of all types of lines and knots, calculation of mechanical advantage of blocks and tackles, cargo handling, ground tackle deployment and retrieval, a thorough knowledge of the bouyage system and Rules of the Road. Firefighting, first aid, and environmental protections skills must also be obtained. A special marine fee is required for this course. Credit for this course will be awarded to holders of USCG Merchant Mariner's documents containing Able Bodied Seaman other than OSV. (CORE) (490309)

**NAUT 1211 – RULES OF THE ROAD I (.5/0/.5)**
This course introduces International Regulations for Prevention of Collisions at Sea (72 COLREGS), Inland, Western Rivers, and Great Lakes Navigation Rules. Topics examined are navigation rules and regulations, steering and sailing rules, lights and shapes, sound and light signals, and exemptions under Annexes II, IV, and V. (CORE)

**NAUT 1212 – GENERAL DECK AND SAFETY I (1.5/0/1.5)**
This is an introduction into various components of general deck and safety courses that includes anchoring and mooring, lines and rope, knots and splices, cargo booms, hydraulic cranes, blocks and tackle, firefighting review, first aid/CPR review, various emergency procedures, lifesaving and radio communications. (CORE)

**NAUT 1213 – GENERAL NAVIGATION I (.5/0/.5)**
This course encompasses an introduction to aids to navigation, publications, charts, piloting, standard magnetic compass, gyrocompass, and basic compass corrections.

**NAUT 1214 – TOWING OPERATIONS AND COMPONENTS (1/.5/1.5)**
This is an introductory course to marine towing. Topics of discussion include tugs and towing vessel types and design, emergency towing, hawser towing, towing by pushing ahead and alongside, harbor towing, multiple barge tows, various types of barges, and their purpose in marine transportation. Careful consideration is placed on barge safety when working on or around vessels engaged in towing. (CORE)



**NAUT 1300 – SURVIVAL CRAFT (1/.5/1.5)**
(Equivalent to MRNE 1320)
Students are required to gain the skills necessary to deploy and operate lifeboats and other survival craft under all emergency conditions. A thorough knowledge of all lifesaving devices and skills must be completely demonstrated. The lab consists of deployment and operation of lifeboats and rafts. A special marine fee is required for this course. Credit for this course will be awarded to holders of USCG Proficiency in Survival Craft certification. (490309)

**NAUT 1305 – TANKERMAN, PERSON IN CHARGE, BARGE (1.5/.5/2)**
This course provides formal classroom training for loading and discharging of liquid cargoes. Actual hands-on experience in assisting five loadings and five discharges of dangerous liquids are required by USCG regulations prior to obtaining certification. Regulations governing the carriage of cargoes are covered in this course. (CORE)

**NAUT 1400 – BASIC SAFETY TRAINING (1/.5/1.5)**
(Equivalent to MRNE 1510)
Basic firefighting, personal survival techniques, first aid and CPR, and personal safety and social responsibility are the required components of this internationally required course. A special marine fee is required for this course. Credit for this course will be awarded to holders of USCG STCW95 Basic Safety certification. (CORE) (490309)

**NAUT 1412 – GENERAL DECK AND SAFETY II (1.5/0/1.5)**
This course is an extension of NAUT 1212 General Deck and Safety I. It is a review of emergency and lifesaving procedures, radio communications, blocks and tackle, crane operations and anchoring procedures. Incorporated in this course is anchor terminal gear, determining proper scope, maintaining an anchor watch, windlass operations, cargo booms, bosun's chair and components, canvas and leather work, sails, sailing terminology, principles of sailing and applicable rules as set forth in Rules of the road concerning sailing vessels. (CORE)

**NAUT 1413 – GENERAL NAVIGATION II (1/.5/1.5)**
This course is an extension of NAUT 1213, General Navigation I. This study encompasses an in-depth look into aids to navigation, various lights, applicable Light Lists, lighthouses, buoyage systems, applicable Coast Pilots and their function in piloting, charts, chart symbols, Nautical Chart #1, chart corrections, parts and function of the standard magnetic compass and gyrocompass, and Notice to Mariners.

**NAUT 1415 – INTRODUCTION TO COASTAL NAVIGATION AND PILOTING (.5/1/1.5)**
This course examines and utilizes various types of plotting tools and techniques used to establish a vessel's position. Various topics investigated are lines of position, various fixes (e.g. Loran, two and three bearing fixes, running fix, etc.) bearings, deviation tables, determining deviation, compass corrections, charts, set and drift, estimated time of arrival, course corrections, leeway, course and speed made good, course to steer, tides and current calculations.

**NAUT 1500 – RADAR NAVIGATION (1/.5/1.5)**
(Equivalent to MRNE 1390)
This course covers marine radar theory, operation and interpretation. USCG Unlimited Radar certification will be issued upon successful completion of this course. A special marine fee is required for this course. Credit for this course will be awarded to holders of Radar Unlimited certification. (490309)

**NAUT 1750 – SEAMANSHIP EXPERIENCE (0/12/12)**
Completion of 360, eight-hour days of sea time as defined by the USCG. (490309)

**NAUT 1760 – INTERNSHIP 1 (0/6/6)**
Prerequisite: NAUT 1120. Deck work on a vessel over 100 tons for 60, twelve-hour days or equivalent. (490309)

**NAUT 1770 – INTERNSHIP 2 (0/6/6)**
Prerequisite: NAUT 1760. Bridge work on a vessel over 100 tons for 60, twelve-hour days or equivalent. (490309)

**NAUT 1790 – INTERNSHIP (6 WEEKS) (0/4/4)**
Prerequisite: Successful completion of phases of the core program. Deck work on vessels for a period of four of the six weeks for a total internship of twenty-eight days. (CORE) ***Prior to placement onboard vessels, students must have in their possession and present to the instructor at Fletcher a valid Merchant Mariner Document. Successful completion of this course is contingent upon 28 days of creditable sea service time on board vessels as evidenced by verified letter from respective employment/internship company on company letterhead.

**NAUT 2100 – ARPA (.5/.5/1)**
Prerequisite: NAUT 1500. An introduction to the theory, operation, and interpretation of automatic radar plotting aids (ARPA). ARPA endorsements issued upon successful completion of examination. A special marine fee is required for this course. (490309)

**NAUT 2200 – BRIDGE RESOURCE MANAGEMENT (.5/0/.5)**
This course prepares the mariner to efficiently plan passages of days or months in length as well as efficient supervision of wheelhouse personnel and the use of and maintenance of all navigational equipment. A special marine fee is required for this course. (490309)

**NAUT 2300 – ADVANCED FIREFIGHTING (1/.5/1.5)**
This course teaches the essential organization of a firefighting team from the bridge team through nozzle man and all other levels. Stressed are the one up one down cross training, the team approach, the essentials of communications and control. The chemistry of fire is extensively co-coordinated into this course. Hazmat and coordination with assisting shore-based firefighters are also discussed. A special marine fee is required for this course. (490309)

**NAUT 2350 – EMERGENCY MEDICAL CARE (1/.5/1.5)**
This course is a comprehensive detailed advanced first aid course designed for the mariner. Subjects covered, but not limited to, are burns, fractures, crush injuries, tissue damage, eye damage and pharmacological needs. A detailed lab is required for this class; students must be able to apply theory to simulated medical emergencies. A special marine fee is required for this course. (490309)

**NAUT 2400 – RIVER PILOTING AND NAVIGATION (1/2//3)**
An introduction to the science and art of piloting large vessels in river and inland waterways, including an overview of the environmental factors affecting navigation, the basic physics of vessel motion and the techniques of navigation used to pilot in these waters. The course includes an emphasis on river lock systems, point and bend navigation, flanking maneuvers, meeting and overtaking situations, making and breaking tow systems, fleeting operations, and the interaction between ocean-going vessels and river vessels in the lower Mississippi river system. (To be developed) (490309)

**NAUT 2450 – MARINE METEOROLOGY (1.5/0/1.5)**
An overview of the structure and composition of the atmosphere; atmospheric radiation; forces and winds; general circulation; moisture; atmospheric stability; frontal and cyclone theory; marine weather observations, basic weather forecasting and ship routing. Inland and river weather systems, currents, and flood conditions affecting navigation. (To be developed) (490309)

**NAUT 2500 – VESSEL CONSTRUCTION (1/.5/1.5)**
This course of study deals with identification of basic components of a vessel and location of each component in relationship to the total ship structure and arrangement. Topics of discussion in this course are inspection and classification of vessels, vessel types, stress and strain on vessels, materials and joining methods, terminology, draft markings, determination of vessel drafts, load lines, framing systems, joining methods, rakes, strakes, and other vessel structural components.

**NAUT 2511 – RULES OF THE ROAD II (0/.5/.5)**
This course is an extension of NAUT 1211, Rules of the Road. This is an application course intended to review, synthesize, and apply steering and sailing rules, shape and light identification, order of right of way, and applicable sound signal identification that is common upon the high seas and inland waterways as it pertains to safe navigation. Full mission bridge simulator exercise applications concerning various scenarios will be incorporated (i.e., meeting, crossing, and overtaking situations as well as other applicable scenarios).

**NAUT 2512 – GENERAL DECK AND SAFETY III (0/.5/.5)**
This course is an extension of NAUT 1212, General Deck and Safety I, and NAUT 1412, General Deck and Safety II. This is an application course intended to review, synthesize, and apply previously learned components of general deck and safety courses. Application scenarios utilizing a full mission bridge simulator will be incorporated in this course.

**NAUT 2513 – GENERAL NAVIGATION III (.5/0/.5)**
This course is an extension of NAUT 1213, General Navigation I, and NAUT 1413, General Navigation II. This application course is intended to review aids to navigation, various lights, applicable Light Lists, lighthouses, buoyage systems, applicable coast Pilots and their function in piloting, charts, chart symbols, Nautical Chart #1, chart corrections, parts and function of the standard magnetic compass and gyrocompass, and Notice to Mariners. Application scenarios utilizing a full mission bridge simulator will be incorporated in this course.



**NAUT 2550 – SHIP POWER PLANTS (2/0/2)**
Prerequisite: NAUT 2500. This course includes the theory of operation and application of various engines, drive systems, and steering systems. (490309)

**NAUT 2600 – CELESTIAL NAVIGATION (2/1.5/3.5)**
A survey of nautical astronomy, sight reduction, sextants, compass error determination, and solutions of the navigational triangle by various methods. A special marine fee is required for this course. (490309)

**NAUT 2610 – TERRESTRIAL NAVIGATION (1/.5/1.5)**
Any applicant who has successfully completed this 42-hour terrestrial navigation course will satisfy the terrestrial navigation training requirements for certification as an officer in charge of a navigational watch on vessels of 500 or more gross tonnage (ITC) provided that they have also completed a USCG approved coastal navigation course. (490309)

**NAUT 2620 – COASTAL NAVIGATION (.5/1/1.5)**
Any applicant who has successfully completed this 42-hour coastal navigation course will satisfy the terrestrial and coastal navigation training requirements for certification as an officer in charge of a navigational watch on vessels of 500 or more gross tonnage (ITC) provided that they have also completed a USCG approved terrestrial navigation course WITHIN ONE YEAR of completion of this course. The practical assessments conducted in this course will be accepted as the equivalent of the following assessments from the National Assessment Guidelines for Table A-II/1 of the STCW Code: OICNW-1-2E; OICNW-1-5A; OICNW-1-5B; OICNW-1-5C; OICNW-1-5D; OICNW-1-5E. Those completing this course need not present completed "Control Sheets" for these assessments in application for STCW certification. (490309)

**NAUT 2720 – MARITIME LAW (1.5/0/1.5)**
An introduction to the basic laws governing vessel navigation. International and U.S. laws for inland waterways will be covered. (490309)

**NAUT 2800 – MARINE CARGO OPERATIONS (1.5/0/1.5)**
Prerequisite: NAUT 2500. Procedures and principles of cargo handling during loading, discharging, and in-transit carriage. Requirements of special refrigerated and dangerous cargoes. Heavy lift operations with conventional cargo gear and its restraints. Cargo loss prevention, safety and related documentation. (490309)

**NAUT 2900 – PRINCIPLES OF LOGISTICS AND TRANSPORTATION (.5/.5/1)**
An overview of various modes of modern transportation, including the role of domestic transportation in today's society; economic characteristics of various modes, demand and supply modeling; with a focus on the domestic inland marine transportation systems. (490309)

**NAUT 2950 – THE BUSINESS OF SHIPPING (1.5/0/1.5)**
This course presents a survey of the various aspects of the business of transporting goods and passengers over water. Its topics include: private versus common carriage; organization and management of liner and tramp shipping companies; freight rating and regulations; chartering and insurance. (490309)

## PHLEBOTOMY

**HPHL 1010 – PHLEBOTOMY PRINCIPLES (2/1/3)**
This course discusses introductory information relative to phlebotomy theory and fundamental phlebotomy skills, which include venipunctures, capillary sticks, infection control procedures, and lab tests which may be performed by the phlebotomist. (511009)

**HPHL 1020 – PHLEBOTOMY TECHNIQUES (3/3/6)**
A study of advanced phlebotomy skills and procedures which include laboratory administrative procedures, tube identification, and laboratory equipment usage. Student performance of introductory, fundamental and advanced phlebotomy skills for instructor evaluation in preparation for clinical experiences is included. Students spend at least 115 hours of supervised preceptor clinical hours in a variety of health care sites in order to obtain necessary course requirements. (511009)

## PHYSICAL SCIENCE

**PHSC 1000 – INTRODUCTION TO PHYSICAL SCIENCE I (3/0/3)**
Prerequisite: C or better in DVMA 0920 or APMA 1040 or eligibility for DVMA 0930 or higher. Gives students a greater appreciation for the wonders of the physical universe in which they live through a study of kinematics, Newton's laws of motions, rotational motion, fluids, thermodynamics, waves, the solar system, and other key topics in astronomy. Not intended for science majors. (400101)

**PHSC 1100 – PHYSICAL SCIENCE I LAB (0/1/1)**
Prerequisite: Prior completion of or concurrent enrollment in PHSC 1000. Provides the means to gain an empirical understanding of the topics covered in PHSC 1000. Not intended for science majors. (400101)

**PHSC 1200 – INTRODUCTION TO PHYSICAL SCIENCE II (3/0/3)**
Prerequisites: DVMA 0920 or APMA 1040 or eligibility for DVMA 0930 or higher. Includes basic principles, concepts, and developments in physics, chemistry, and geology. Not intended for science majors. (400101)

**PHSC 1300 – PHYSICAL SCIENCE II LAB (0/1/1)**
Prerequisite: Prior completion of or concurrent enrollment in PHSC 1200. Provides the means to gain an empirical understanding of the topics covered in PHSC 1200. Not intended for science majors. (400101)

**PHSC 1400 – INTRODUCTION TO PHYSICAL SCIENCE III (3/0/3)**
Prerequisites: DVMA 0920 or APMA 1040. The laws and principles of earth and space science applied to matter and energy. (400101)

**PHSC 1500 – PHYSICAL SCIENCE III LAB (0/1/1)**
Prerequisite: Prior completion of or concurrent enrollment in PHSC 1400. Provides the means to gain an empirical understanding of the topics covered in PHSC 1400. Not intended for science majors. (400101)

**PHSC 2100 – STATICS/STRENGTH OF MATERIALS – (3/0/3)**
Prerequisites: DVMA 0920 or APMA 1040. This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures. Does not meet general education requirements. (400801)

## POLITICAL SCIENCE

**POLI 1100 – AMERICAN NATIONAL GOVERNMENT (3/0/3)**
The principles, structure, and functions of the national government of the United States. (451002)

**POLI 2500 – POLITICAL IDEOLOGIES (3/0/3)**
Introduction to political ideologies with emphasis on contemporary political movements including, but not limited to, liberalism, conservatism, and Marxism. (451001)

**POLI 2520 – STATE AND LOCAL GOVERNMENT (3/0/3)**
State and local government organization and administration with emphasis on Louisiana government. (451002)

## PSYCHOLOGY

**PSYC 2010 – INTRODUCTION TO PSYCHOLOGY (3/0/3)**
Prerequisites: Successful completion of any required developmental reading courses and eligibility to enroll in ENGL 1010 and DVMA 0930. An overview of psychology designed to expose students to the major theories, research practices, and applied areas of psychology. (420101)

**PSYC 2120 – LIFE SPAN DEVELOPMENTAL PSYCHOLOGY (3/0/3)**
Prerequisite: C or better in PSYC 2010. An examination of physical, cognitive, and psychosocial development across the life span. (420101)



## READING

**DVRE 0910 – BASIC LITERACY (3/0/3)**
This course is designed for the student to gain skills and strategies necessary to increase grade equivalent levels in reading comprehension to meet workforce demands as well as career and personal goals. In order to take an online version of this course, students must have basic knowledge of computers and the Internet and an ACT score of 15 or better in reading, a COMPASS score of 65 or better in reading, or a grade of A in DVRE 0900. (320108)

## RESIDENTIAL AIR CONDITIONING

**HACR 1120 - CUSTOMER RELATIONS (2/0/2)**
A course designed for persons who have daily contact with other people, customers, and employees. (470201)

**HACR 1140 – HVAC COMPUTATIONS (3/0/3)**
A course covering the basic concepts of arithmetic, geometry, and algebra. Emphasis is placed on computations involving ratio and proportion, weights and measures, areas and volumes, and simple linear equations. (470201)

**HACR - 1150 - HAVC INTRODUCTION (1/3/4)**
Overview of the air conditioning and refrigeration industry and basic safety and health information needed to prepare individuals entering the workforce, and persons who have daily contact with other people, customers, and employees. Business management practices used in inventory control, stock management, vehicle maintenance, licensing, and certification requirements. Will also include tools and materials needed to work within the air conditioning industry. (470201)

**HACR 1160 - PRINCIPLES OF REFRIGERATION I (1/3/4)**
Theory of the compression and refrigeration systems, including a study of compressors, condensers, evaporators, metering devices, accessories, evacuation, charging, control adjustments, efficiency checks, and recovery, recycling and reclamation. (470201)

**HACR 1170 - PRINCIPLES OF REFRIGERATION II (1/2/3)**
Operation and analysis of basic refrigeration systems, including a study of compressors, condensers, evaporators, metering devices, accessories, evacuation, charging, control adjustments, efficiency checks, and recovery, recycling and reclamation. (470201)

**HACR 1210 - ELECTRICITY I (2/2/4)**
A study of electricity involving electrical theory and properties, electrical laws, units and components, and circuit evaluation. Includes the study of their behavior in series, parallel, and combination circuits. (470201)

**HACR 1220 - ELECTRICITY II (1/3/4)**
A study of electrical control circuits and hardware found in industry. Includes wiring diagram reading, identification of voltages and power supplies, electric motors, capacitors, thermostats, relays, pressure controls, and troubleshooting techniques. (470201)

**HACR 1411 - ROOM AIR CONDITIONING (3/2/5)**
Operation, diagnosis, and service of room air conditioners. Emphasis is devoted to troubleshooting and repair. (470201)

**HACR 1420 - DOMESTIC REFRIGERATION (3/2/5)**
Operation, diagnosis, and service of domestic refrigeration. Emphasis is devoted to troubleshooting and repair. (470201)

**HACR 2510 - CENTRAL AIR CONDITIONING (3/2/5)**
Introduces fundamental theory and techniques to identify major components and functions of air conditioning systems. Instruction is given on types of air conditioning systems and use of instruments. Topics include types of AC systems, heat load calculations, duct design, air filtration, and safety principles. (470201)

**HACR 2520 - RESIDENTIAL GAS HEATING (3/2/5)**
Introduction to principles of combustion and service requirements for gas heating systems. Topics include service procedures, electrical controls, gas valves, piping, venting, code requirements, principles of combustion, and safety. (470201)

**HACR 2530 - RESIDENTIAL ELECTRIC HEATING (2/1/3)**
A study of electrical furnaces found in residences and small commercial buildings. Emphasis is on installation, repair, and servicing mechanical and control devices. (470201)

**HACR 2540 - RESIDENTIAL HEAT PUMPS (1/1/2)**
Provides installation and servicing heat pumps, and related systems. Topics include installation procedures, servicing procedures, troubleshooting, valves, electrical components, safety, geothermal ground source energy supplies, and dual fuel. (470201)

**HACR 2550 - RESIDENTIAL SYSTEM DESIGN - (1/2/3)**
Topics will include types of residential air conditioning systems heat loads. Calculations, duct design, air filtration, and safety principles. (470201)

## SPANISH

**SPAN 1010 – ELEMENTARY SPANISH I (3/0/3)**
Introduces Spanish language and culture and explores basic grammatical structure of the Spanish language. Develops writing, reading, and speaking skills. (160905)

## SOCIOLOGY

**SOCL 2010 – INTRODUCTION TO SOCIOLOGY (3/0/3)**
This course provides students with an understanding of human society and social life. It introduces students to the major subject areas of sociology, including the major theoretical perspectives and theorists, techniques of research, components of culture, social organization, institutions, and inequality, and social change. (451101)

**SOCL 2020 – CONTEMPORARY SOCIAL PROBLEMS (3/0/3)**
This course is a survey of the major social problems in contemporary society, such as drug abuse, poverty, mental illness, racism, sexism, crime, and violence. Specific emphasis is placed on how social structure perpetuates these adverse conditions and the social action that is used to remedy these social problems. (451101)

## SPEECH

**SPCH 1200 – INTRODUCTION TO PUBLIC SPEAKING (3/0/3)**
Designed to teach students basic public presentation principles and skills. Students complete one speech each of personal introduction, information, persuasion, demonstration, and special occasion (influential person). This course does not fulfill a humanities requirement. (231001)

## SPECIAL PROJECTS AND TOPICS

**XXXX 2991 – SPECIAL PROJECTS I (0/1/1)**
Prerequisite: Consent of instructor. A one-credit hour lab course designed for the student who has demonstrated specific special needs. This course can be repeated for credit when the content changes.

**XXXX 2992 – SPECIAL TOPICS I (1/0/1)**
Prerequisite: Consent of instructor. A variable content course with topics that can change from semester to semester.

**XXXX 2993 – SPECIAL PROJECTS II (0/2/2)**
Prerequisite: Consent of instructor. A two-credit hour lab course designed for the student who has demonstrated specific special needs. This course can be repeated for credit when the content changes.

**XXXX 2994 – SPECIAL TOPICS II (2/0/2)**
Prerequisite: Consent of instructor. A variable content course with topics that can change from semester to semester.

**XXXX 2995 – SPECIAL PROJECTS III (0/3/3)**
Prerequisite: Consent of instructor. A three-credit hour lab course designed for the student who has demonstrated specific special needs. This course can be repeated for credit when the content changes.

**XXXX 2996 – SPECIAL TOPICS III (3/0/3)**
Prerequisite: Consent of instructor. A variable content course with topics that can change from semester to semester.



**XXXX 2997 – PRACTICUM (0/3/3)**
Prerequisite: Consent of instructor. Supervised on-the-job work experience related to the student's education objectives. Participating students do not receive compensation for the work.

**XXXX 2999 – COOPERATIVE EDUCATION (0/3/3)**
Prerequisite: Consent of instructor. Supervised on-the-job work experience related to the student's educational objective. Participating students receive compensation for the work.

## TECHNICAL STUDIES

**TECH 1100 – INDUSTRIAL SAFETY (1/2/3)**
An overview of basic safety procedures and practices. This course covers safety regulations, hazardous materials, protective clothing and equipment. (150701)

**TECH 1300 – BLUEPRINT READING (3/0/3)**
Identifying types and uses of blueprints, identifying lines, and interpreting views, dimensions and tolerances. This course is the same as MTTC 1130. (151301)

**TECH 2000 – PLANNING AND MANAGEMENT (3/1/4)**
Introduces students to effective communication skills, team collaboration, decision-making processes, and quality control. Planning, scheduling, management methods, and metrology will be covered. (150000)

## THEATRE

**THEA 1010 – INTRODUCTION TO THEATER APPRECIATION (3/0/3)**
Surveys the history of theatre and develops an appreciation and enjoyment of dramatic art. Develops and appreciation for artists who bring the playwright's pages to life and considers the contribution of the audience. (500501)

## WELDING

**WELD 1110 – OCCUPATIONAL ORIENTATION AND SAFETY (1/1/2)**
Introduces the student to the occupation of welding that includes information and practice concerning safe working environments and safe operation of tools and equipment common to welding. This course is required of all students. (480508)

**WELD 1111 – SHOP ORIENTATION AND SAFETY (1/0/1)**
Prerequisite: Prior welding experience. Introduces the student to rules, regulations, and standard welding safety procedures associated with this college.

**WELD 1210 – OXYFUEL SYSTEMS (1/1/2)**
An introduction to and practice of safety, setup, and handling of oxyfuel cylinders and cutting equipment including practice cutting mild steel. This course is required of all students. (480508)

**WELD 1310 - CUTTING PROCESSES – CAC/PAC (0/1/1)**
An introduction to the principals of safely operating carbon arc cutting (CAC) and plasma arc cutting (PAC) equipment including practice cutting and gouging ferrous and non-ferrous metals. (480508)

**WELD 1410 - SMAW – BASIC BEADS (1/1/2)**
An introduction to the fundamentals of shielded metal arc welding including safety and practice of welding beads. (480508)

**WELD 1411 – SMAW – FILLET WELD (1/2/3)**
Prerequisite: WELD 1410 or permission of department head. Maintaining safety and practice of fillet welds using the shielded metal arc welding process. (480508)

**WELD 1412 – SMAW – V – GROOVE BU/GOUGE (1/2/3)**
Prerequisite: WELD 1411 or permission of department head. Maintaining safety and practice of V-Groove welds with a backing or back gouging using the shielded metal arc welding process. (480508)

**WELD 1511 – SMAW – PIPE 5G (1/2/3)**
Prerequisite: WELD 1412 or permission of department head. Maintaining safety and practice of a 5G-pipe weld using the shielded metal arc welding process. (480508)

**WELD 1512 – PIPE 6G (1/2/3)**
Prerequisite: WELD 1511 or permission of department head. Maintaining safety and practice of a 6G-pipe weld using the shielded metal arc welding process. (480508)

**WELD 2110 – FCAW – BASIC FILLET WELDS (0/2/2)**
An introduction to the fundamentals of flux-cored arc welding including safety and practice of fillet welds. (480508)

**WELD 2111 – FCAW GROOVE WELDS (1/3/4)**
Prerequisite: WELD 2110 or permission of department head. Maintaining safety and practice of groove welds using the flux-cored arc welding process. (480508)

**WELD 2114 – FCAW 6GR PIPE (2/3/5)**
Prerequisite: WELD 2111 or permission. Maintaining safety and practice of a 6 GR-pipe weld using the flux-cored arc welding process. (480508)

**WELD 2210 – GTAW – BASIC MULTI-JOINT (1/3/4)**
An introduction to the fundamentals of gas tungsten arc welding including safety and practice of various fillet and groove welds. (480508)

**WELD 2220 – GTAW – PIPE 5G (1/2/3)**
Prerequisite: WELD 2210 or permission of department head. An introduction to the fundamentals of gas tungsten arc welding of pipe including safety and practice of a 5G-pipe weld. (480508)

**WELD 2222 – GTAW – PIPE 6G (1/2/3)**
Prerequisite: WELD 2220 or permission of department head. Maintaining safety and practice of a 6G-pipe weld using the gas tungsten arc welding process. (480508)

**WELD 2230 – GTAW – ALUMINUM MULTI-JOINT (1/2/3)**
An introduction to the fundamentals of gas metal arc welding including safety and practice of fillet welds. (480508)

**WELD 2310 – GMAW – BASIC FILLET WELD (1/2/3)**
An introduction to the fundamentals of gas metal arc welding including safety and practice of fillet welds. (480508)

**WELD 2311 – GMAW – GROOVE WELD (0/3/3)**
Prerequisite: WELD 2310 or permission of department head. Maintaining safety and practice of groove welds using the gas metal arc welding process. (480508)

**WELD 2322 – GMAW PIPE 6G (1/2/3)**
Prerequisite: WELD 2311 or permission of department head. Maintaining safety and practice of a 6G-pipe weld using the gas metal arc welding process. (480508)



# PERSONNEL

All staff members and instructors are carefully selected. Instructors have both educational background and occupational experience in the technical area in which they teach. The school adheres to all state and federal regulations pertaining to employment. The faculty listed in the catalog is regular, full-time faculty of this campus. Other faculty may be appointed, depending upon the instructional needs of the campus.

## FINANCE AND ADMINISTRATION

**F. Travis Lavigne, Jr.,** Chancellor; B.S., M.S., Southeastern Louisiana University
**Joshua Adams,** Desktop Support Analyst; B.S., Nicholls State University
**Martha Bardwell,** Administrative Specialist
**Andrew E. Boyne II,** Director of Accounting; B.S., Nicholls State University
**Marlene Chauvin,** Administrative Coordinator 4
**Candace Chiasson,** Information Technology Manager; B.S., Nicholls State University
**Suzanna Cox,** Accounting Specialist 2; A.A.S., Fletcher Technical Community College
**Susan Delahoussaye,** Accounting Specialist 2; A.S., Nicholls State University
**Brenda Faucheux,** Executive Assistant to the Chancellor; A.S., Nicholls State University
**Bryan Glatter,** Vice Chancellor of Finance and Administration; B.S., Nicholls State University, CPA
**Frannie Guillot,** Human Resources Coordinator; B.S., Nicholls State University
**Marianne McCrory,** Director of Institutional Development; Diploma, Charity School of Nursing; B.S., Nicholls State University; M.S., Louisiana State University
**Janet Michot,** Restricted Funds Accountant; B.S., Arkansas State University
**Lokeysha Myles,** Administrative Coordinator 3; A.A.T., Fletcher Technical Community College; A.S., Nicholls State University
**Elmy Savoie,** Public Relations Director; B.A., Louisiana State University
**James Skains,** Director of Facilities and Information Systems; B.S., M.Ed., Nicholls State University
**Dale Shaw,** HR Manager; B.G.S., Nicholls State University
**Chera Woods,** Accounting Specialist 1; A.A.T., Louisiana Technical College – Lafourche

## ACADEMIC AFFAIRS

**William H. Tulak,** Vice Chancellor of Instruction; B.S., M.A., Missouri State University
**Catherine Barber,** Director of Workforce Education; B.S., M.S., University of Louisiana at Lafayette
**Raymond Bilello,** Director of LAMPI; B.S., M.Ed., Nicholls State University
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# APPENDICES

# APPENDIX A
# COMPASS SCORES

| Program | Writing | Reading | Pre-Algebra | | Algebra |
|---|---|---|---|---|---|
| Automotive Technology | ----- | 60 | | | 23 |
| Electrician Technology | ----- | 60 | | | 23 |
| Machine Tool Technology | ----- | 60 | | | 23 |
| Marine Diesel Engine Technician | ----- | 60 | | | 23 |
| Marine Operations | ----- | ----- | ----- | ----- | ----- |
| Residential Air Conditioning | 23 | 60 | | | 23 |
| Welding | ----- | ----- | ----- | ----- | ----- |
| Accounting Technology Diploma* | 45 | 79 | ----- | | 28 |
| Accounting Technology Associate Degree** | 68 | 79 | ----- | | 51 |
| Drafting and Design Technology Diploma* | 45 | 79 | ----- | | 28 |
| Drafting and Design Technology Associate Degree** | 68 | 79 | ----- | | 51 |
| EMT – Basic** | ----- | 60 | 26 | OR | 22 |
| Electronics Technology Diploma* | 45 | 79 | ----- | | 28 |
| Electronics Technology Associate Degree** | 68 | 79 | ----- | | 51 |
| General Studies Associate Degree** (currently inactive) | 68 | 79 | ----- | | 51 |
| Practical Nursing** | 60 | 82 | ----- | | 44 |
| Nautical Science Associate Degree** | 68 | 79 | ----- | | 51 |
| Nursing** | 68 | 79 | ----- | | 51 |
| Nursing Assistant | ----- | 60 | ----- | | |
| Office Systems Technology Diploma* | 45 | 79 | ----- | | 28 |
| Office Systems Technology Associate Degree** | 68 | 79 | ----- | | 51 |
| Phlebotomy** | 48 | 76 | 32 | OR | 22 |

----No minimum level established
*High School Diploma/GED recommended
**High School Diploma/GED required

**SCORES ARE SUBJECT TO CHANGE!**
**SCORES MUST BE DATED WITHIN TWO YEARS OF DATE OF ENTRY.**



# APPENDIX B
# ACT SCORES

| Program | English | Reading | Math |
|---|---|---|---|
| Automotive Technology | ----- | 13 | 14 |
| Electrician Technology | ----- | 13 | 14 |
| Machine Tool Technology | ----- | 13 | 14 |
| Marine Diesel Engine Technician | ----- | 13 | 14 |
| Marine Operations | ----- | ----- | ----- |
| Residential Air Conditioning | 12 | 13 | 14 |
| Welding | ----- | ----- | ----- |
| Accounting Technology Diploma* | 18 | 18 | 15 |
| Accounting Technology Associate Degree** | 18 | 18 | 20*** |
| Drafting and Design Technology Diploma* | 15 | 18 | 15 |
| Drafting and Design Technology Associate Degree** | 18 | 18 | 20*** |
| EMT – Basic** | ----- | 13 | 13 |
| Electronics Technology Diploma* | 15 | 18 | 15 |
| Electronics Technology Associate Degree** | 18 | 18 | 20*** |
| General Studies Associate Degree** (currently inactive) | 18 | 18 | 20*** |
| Practical Nursing** | 17 | 19 | 17 |
| Nautical Science Associate Degree** | 18 | 18 | 20*** |
| Nursing** | 18 | 18 | 20*** |
| Nursing Assistant | ----- | 13 | ----- |
| Office Systems Technology Diploma* | 18 | 18 | 15 |
| Office Systems Technology Associate Degree** | 18 | 18 | 20*** |
| Phlebotomy** | 15 | 17 | 13 |

----No minimum level established
*High School Diploma/GED recommended
**High School Diploma/GED required
***If the math score is 18 or 19, student may choose to take MATH 1100/MLAB 1100, a special 6 credit hour lecture/lab combination course that provides extra instruction to the student.

**SCORES ARE SUBJECT TO CHANGE!**
**SCORES MUST BE DATED WITHIN FIVE YEARS OF DATE OF ENTRY.**

# APPENDIX C
# ASSOCIATE DEGREES
# APPROVED GENERAL EDUCATION COURSES

| | AAS Accounting | AAS Office Systems | AAS Drafting | AAS Electronics | AAS Technical Studies | AAS Nautical Science | ASN Nursing |
|---|---|---|---|---|---|---|---|
| **ENGLISH COMPOSITION** | 3 | 3 | 3 | 3 | 3 | 3 | 6 |
| **MATH** | 3 | 3 | 3(6)* | 3(6)* | 3 | 3 | 6 |
| **NATURAL SCIENCES** | 3 | 3 | 3 | 3 | 3 | 3 | 11 |
| **HUMANITIES** | 3 | 3 | 3 | 3 | 3 | 3 | 0 |
| **SOCIAL SCIENCE** | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| **FINE ARTS** | 0 | 0 | 0 | 0 | 0 | 0 | 3 |

**Drafting and Electronics require 6 hours in mathematics; only 3 hours must be transferable.*

**ENGLISH COMPOSITION**
ENGL 1010 English Composition 1
ENGL 1020 English Composition II

**HUMANITIES**
HIST 1010 Western Civilization I
HIST 1020 Western Civilization II
HIST 1500 World History I
HIST 1510 World History II
HIST 2010 American History I
HIST 2020 American History II

ENGL 2110 Short Stories and Novels
ENGL 2120 Children's Literature
ENGL 2150 Poetry and Drama
ENGL 2200 Survey of British Literature
ENGL 2210 Survey of American Literature

**MATHEMATICS**
MATH 1100 College Algebra
MATH 1110 Trigonometry
MATH 2010 Calculus w/ Bus. and Econ. Decisions
MATH 2100 Elementary Statistics

**NATURAL AND PHYSICAL SCIENCES**
BIOL 1010 General Biology I
BIOL 1020 General Biology II
BIOL 1140 Human Anatomy and Physiology I
BIOL 1160 Human Anatomy and Physiology II
BIOL 2030 Microbiology

CHEM 1010 Fundamentals of Chemistry
GEOL 1010 Physical Geology
GEOL 1020 Historical Geology

PHSC 1000 Intro to Physical Science I
PHSC 1200 Intro to Physical Science II
PHSC 1400 Intro to Physical Science III

**SOCIAL SCIENCES**
GEOG 2010 World Regional Geography
GEOG 2020 Physical Geography

POLI 1100 American National Government
POLI 2500 Political Ideologies
POLI 2520 State and Local Government

PSYC 2010 Introduction to Psychology
PSYC 2120 Life Span Dev. Psychology

SOCL 2010 Introduction to Sociology
SOCL 2020 Contemporary Social Problems

ECON 2010 Macroeconomics
ECON 2020 Microeconomics

**FINE ARTS**
ARTS 1200 Introduction to Fine Arts
MUSC 1010 Introduction to Music Appreciation
MUSC 2010 Introduction to Rock Music
THEA 1010 Introduction to Theater Appreciation



# APPENDIX D
# FLETCHER CRIME REPORT

| CRIMES ON CAMPUS | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 |
|---|---|---|---|---|---|---|---|---|---|---|
| Murder | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| ARRESTS FOR CRIMES | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 |
|---|---|---|---|---|---|---|---|---|---|---|
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Possessions | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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